

# Lawrence University Student Handbook

Welcome to the site of Lawrence University's Student Handbook.

At Lawrence University, education extends beyond the classroom. Our vision is that all students will become involved and informed members of our global society prepared for purposeful, balanced, and fulfilling lives. As you immerse yourself in this academic setting, the Student Handbook will provide links to policies, procedures, and resources to support your academic success and personal well-being.

The policies and procedures included in this handbook do not constitute a contract. While the handbook provides a review of general policies, guidelines and resources, the university reserves the right to add, change or modify its programs, regulations, fees and policies as warranted.

All students are expected to be familiar with the contents of the Lawrence University Student Handbook, Course Catalog, room and board contract and official notices of the university, and all students and student organizations must abide by the policies, rules, and regulations set forth by the university. Failure to be cognizant of policies and procedures outlined therein does not relieve a student or organization from

responsibility for such information and does not constitute an excuse in the event a violation of policy or procedure occurs.

Maintenance of an electronic student handbook makes possible regular updates throughout the academic year.

*Updated 5/20/24*





## Student Resources

There are many university resources available to students. Follow the links below to find out about all the resources that may be available to you. If your question is not answered by any of this information, feel free to email the Dean of Students Office at [deanofstudents@lawrence.edu](mailto:deanofstudents@lawrence.edu).

[Campus Safety Services](#)

[Career Center](#)

[Center for Academic Resources](#)

[Center for Community Engagement and Social Change](#)

[Dean of Students Office](#)

[Dining Services](#)

[Gender & Sexuality Diversity Center](#)

[Intercultural Center](#)

[Office of Accessibility Services](#)

[Office of Financial Aid](#)

[Office International Student Services](#)

[Mail Services](#)

[Office of Off Campus Programs](#)

[Registrar](#)

[Office of Residential Education and Housing](#)

[Office of Spiritual and Religious Life](#)

[Student Accounts](#)

[Office of Student Engagement, Activities and Leadership](#)

[Student Employment](#)

[Office of Equity and Title IX](#)

[Wellness Services](#)



# University Conduct & Additional Policies

## Foreword

Lawrence University is a residential academic community, and its rules and regulations are designed to protect and promote a learning environment and to control behavior that infringes on the rights and freedoms of community members. A college education is academic and intellectual in nature, and includes the development of social and ethical attitudes and values which encourage mature, responsible behavior.

In this spirit, responsible behavior is set forth as a challenge and an opportunity. Lawrence expects its students to comport themselves in a manner consistent with the objectives and values of an academic community. Behavior that violates canons of proper scholarship that infringes on the rights of others, that impedes the university in pursuit of its mission, or that causes damage to the property of individuals or the university is subject to disciplinary action.

For the most part, individuals are encouraged to resolve differences through rational discussion and mutual respect. When such resolution is not possible, students may avail themselves of various judicial procedures depending on the situation. The university has adopted four separate sets of procedures.

1. Original Grievance Procedures were adopted administratively on recommendation of a student-faculty committee. The Grievance Procedures delineate a mediation process and do not confer authority to mete out sanctions or compel action. For more information, see Grievance Procedures in the policies and procedures section of this on-line Handbook, or contact the vice president for student life, provost and dean of the faculty, or vice president for finance and administration as outlined in the section on Grievance Procedures.

2. The Honor System is an independent community institution, established in 1962, modified in 1970, and amended again in 1983, 1998 and 2016. The Honor System governs conduct of academic exercises and scholarly endeavors. For more information, contact the Honor Council advisor or see Honor Council on the university's web site.

3. The Judicial System was established many years ago, was re-codified by LUCC in 1980 and now incorporates several amendments. The Judicial System governs conduct of students and is a part of LUCC legislation. For more information, contact the dean of students, or see Judicial Board on the university's web site.

4. Special procedures for handling instances of sexual assault and sexual harassment were recommended by the joint action of faculty, staff, and students, and approved by the Board of Trustees in 1993. A number of revisions to policy and procedures have been implemented. For more information, see the Sexual Misconduct policy on the university web site at [www.lawrence.edu/equity-title-ix](http://www.lawrence.edu/equity-title-ix) or contact the Assistant Vice President of Institutional Access and Belonging at 920-832-7496, Memorial Hall, room 100.

## University Conduct

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## Judicial Process & Procedures

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  - Jurisdiction of the President, Vice President for Student Life, and the Judicial Board
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- [The Code of Student Responsibility](#)
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## Additional Policies, Procedures, and Regulations

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- [Bias Incident Reporting Program](#)
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## University Conduct - Alcohol Policy

Each member of the Lawrence community makes a personal decision whether or not to drink alcohol. The choice to drink carries with it the obligation to drink responsibly. Consuming alcoholic beverages in violation of the law and/or campus policy is considered irresponsible use. People under the influence of alcohol will be held responsible for their actions.

### **Alcoholic beverages**

Students, possession, use and distribution of alcoholic beverages to persons of legal age are permitted on the campus only by persons of legal age. Persons of legal age may possess and consume alcoholic beverages in residence hall rooms (this does not apply to common area rooms).

- Lawrence University policy prohibits the use of kegs or other common sources for the distribution of alcoholic beverages in campus residential facilities or at campus parties. Any violation of above regulations may be brought to the attention of the dean of students and may be subject to judicial action.
- Students carrying open containers of alcoholic beverages outside of private residence rooms or registered party settings or who are in possession of alcoholic beverages and are under the legal drinking age may be asked to pour out, dispose of, or forfeit their beverages. University personnel may confiscate and/or dispose of alcoholic beverages in performance of their duties.
- Appleton City ordinances prohibit persons drinking from, opening a container of, or having in their possession an open container of fermented malt beverage or intoxicating liquor on a public sidewalk or street within the city. Violation of this city ordinance may incur a fine.

Significant fines may also be assessed to those who provide false identification and/or purchase alcoholic beverages while underage.

Alcoholic beverages may be consumed only by persons of legal age at properly supervised functions in other places and at other times on the campus only after approval is obtained from the Office of SEAL and Dean of Students Office. The Dean of Students Office may also require that safeguards be taken to ensure compliance with state and local laws.

Anyone distributing alcoholic beverages to a person not of legal age or any person not of legal age possessing or using alcoholic beverages is subject to disciplinary action by the university. Students are subject to state and local regulations concerning possession, use, and distribution of intoxicants.

Students will receive information on the risks involved with alcohol abuse and on the treatment available to them from student wellness organizations and university student life staff.

### **Summary of Legal Sanctions Covering Alcohol**

Under federal, state, and local laws, illegal uses of alcohol are serious crimes. Conviction can lead to imprisonment, fines, and assigned community service work. Courts do not lift prison sentences to allow convicted persons to attend college or continue their jobs. A felony conviction can prevent individuals from entering many fields of employment. Under federal and state law, persons convicted of possession of illegal controlled substances are ineligible for federal student grants and loans for up to one year after the first conviction and five years after the second.

#### **Alcohol State Laws**

| <b>Category</b>    | <b>Summary (Wisconsin Statutes)</b>  |
|--------------------|--|
| Alcohol and Minors | It is a violation for an underage person to procure or attempt to procure alcoholic beverages, to possess or to consume alcoholic beverages on a licensed premise, or to falsely represent their age for the purpose of receiving an alcoholic beverage. § 125.07. In addition, no underage person may knowingly |



|                                   |  |
|-----------------------------------|--|
|                                   | possess, transport, or have under their control any alcoholic beverage in any motor vehicle. § 346.93.   |
| Driving Under the Influence (DUI) | It is illegal for a person to drive or operate a motor vehicle with a blood alcohol concentration of 0.08% or more per 100 milliliters of blood or 0.08 grams or more of alcohol in 210 liters of breath. § 340.01; § 346.63. A first offense results in a fine of \$150-\$300 and suspension of driver's license from 6–9 months. The penalties increase for additional offenses. § 346.65; 343.30. |

### Local Sanctions

Citations for underage drinking, possession of a fake ID, and other alcohol-related violations may be issued by the [City of Appleton Police Department \(APD\)](#).

### Summary of Health Risks of Alcohol Use

**ALCOHOL** – Psychologically and physically addictive; respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels.

### Summary of Alcohol Abuse Resources

#### Student Health Center Resources

Wellness Services located in the Buchanan Kiewit Wellness Center

In-person counseling appointments available at:

711 E. Boldt Way SPC 3

Appleton, WI 54911

920-832-6574

[wellnessservices@lawrence.edu](mailto:wellnessservices@lawrence.edu)

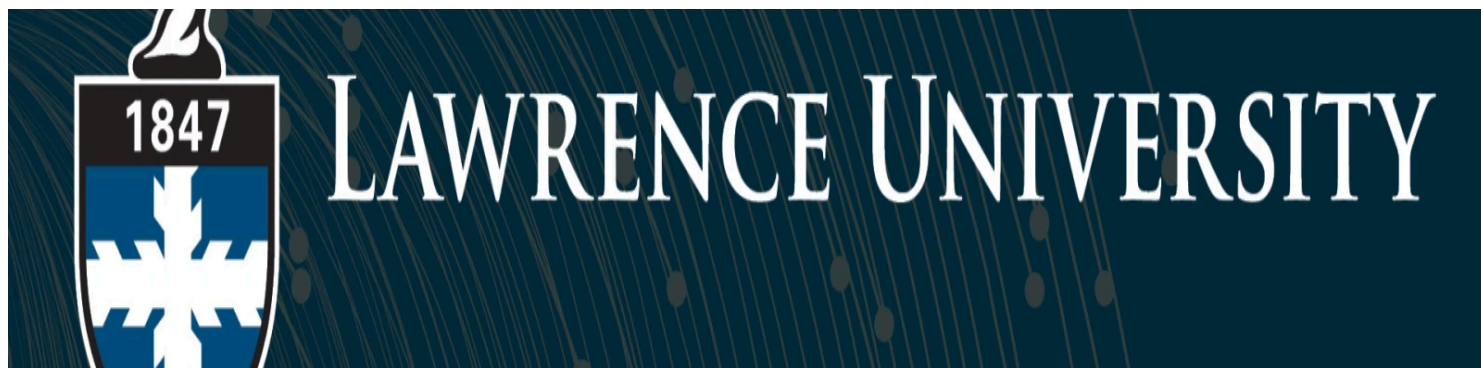
24/7 Counseling Line 920-419-8167



## University Conduct - Compliance with Requests of LU Officials

Students are expected to comply with the reasonable requests of university officials. Safety officers, residence hall staff, deans and other university staff may, in the course of performing their duties, issue directives and/or request cooperation from students. Failure to follow the official's directive or failure to cooperate with the request of a university official may result in disciplinary action.





## University Conduct - Demonstration Policy

All Lawrence University Students, Faculty, Staff and Alumni (the “Lawrence Community”) are joined in the commitment to provide an environment where diverse and varied viewpoints can enjoy safe and open opportunities for expression. **Orderly demonstrations and other forms of peaceful protest are permitted on the Lawrence University campus.** With this guiding principle, the following policy shall govern on-campus rallies, protests, and marches (“Demonstrations”), to ensure that such gatherings do not disrupt or interfere with the Lawrence educational mission to provide a safe and supportive learning environment for all Lawrence community members.

### I. A. Demonstration Policy

1.00 Lawrence Community Demonstrations are permitted subject to the following:

.01 Submission of the [Demonstration Reservation Form](#) not less than two (2) business days prior to the requested Demonstration event.

**\*\*Exigent Circumstances Exception:** If the subject of your Demonstration is something that has arisen suddenly or unexpectedly, and achieving the purpose of demonstrating requires more immediate consideration, exceptions to the timing protocol can be requested by contacting the Dean of Students Office ([deanofstudents@lawrence.edu](mailto:deanofstudents@lawrence.edu) or 920-832-6596).

.02 Approval of the Demonstration Reservation by the Dean of Students Office approving the requested time, place, and manner (the “Approved TPM”) of the Demonstration. The response to the Reservation request shall be provided within one (1) business day of receipt. Any Approved TPM is contingent upon complying with the terms herein.

.03 Demonstrations must comply with all University policies, local, state and federal laws.

.04 The Demonstration shall not cause: a) interruption of curricular or co-curricular instruction; b) interference with entrance to or exits from (or walkways between) Lawrence facilities; c) disruption to university sponsored functions, d) the blocking of any campus or city roadways or vehicle access points, or e) vandalism to Lawrence University property.

.05 The intended use of speakers, megaphones or other sound making or amplifying devices must be included in the Reservation Form and used as set forth in the Approved TPM. In no circumstance may they be used to verbally harass or intimidate other members of the Lawrence community.

.06 Property utilized for the Demonstration must be returned to its pre-existing condition and any clean-up or damage charges will be the responsibility of the organizers and/or the organization should specific responsible parties not be identified.

.07 Unless otherwise approved in advance (for example, an approved external speaker), only Lawrence Community members and organizations may take part in Demonstrations, and any participants from outside of the Lawrence Community may be considered trespassing and subject to removal.

Any Questions should be directed to the Dean of Students office  
([deanofstudents@lawrence.edu](mailto:deanofstudents@lawrence.edu)).



## University Conduct - Disruptive Conduct

Lawrence University is committed to fostering a safe, respectful, and academic focused environment. All members of the Lawrence community are expected to uphold the following standards of conduct.

### IV. D. Disruptive behavior

**1.00** Members of the Lawrence community will not engage in any activity or behavior that:

- .01 Threatens the safety or well-being of the university;
- .02 Interferes with the administrative or service functions of the university operations or services;
- .03 Disrupts the educational objectives of any member of the Lawrence community.

**2.00 Harm to Others:** Members of the Lawrence community will not engage in:

- .01 Assault of another person;
- .02 Battery of another person;
- .03 Intimidation and/or harassment of another person or group of people through physical, mental, or emotional means, including behavior online.

**3.00 Property misuse and Damage:** Members of the Lawrence community must not:

- .01 Steal or misappropriate personal or University property
- .02 Vandalize or intentionally damage property
- .03 Misuse university-owned, personal, or community owned property

.04 Engage in the detonation of fireworks in Lawrence University buildings or on Lawrence University property

**4.00** Unauthorized Possession of university property: Students found in possession of university property without authorization will be subject to the following:

.01 A fine of \$30 per item will be assessed by facility services or university staff, once discovered,

.02 An additional fine of \$25 per day will be assessed for each day the item remains in the student's possession after discovery.

### **Legal Implications Under Wisconsin Law**

While this policy is designed to uphold the values and expectations of the Lawrence University community, certain behaviors described above may also violate Wisconsin state law and could result in criminal charges. Examples include:

- Assault: Threatening behavior that causes fear of imminent harm may be prosecuted as disorderly conduct (Wis. Stat. § 947.01), a Class B misdemeanor.
- Battery: Causing bodily harm to another person may be charged as:
- Simple Battery (Class A misdemeanor): Up to 9 months in jail and a \$10,000 fine.
- Substantial or Aggravated Battery (Felony): Up to 15 years in prison depending on severity (Wis. Stat. § 940.19).
- Theft and Vandalism: Unauthorized taking or damaging of property may result in charges such as theft (Wis. Stat. § 943.20) or criminal damage to property (Wis. Stat. § 943.01).

Students may be subject to both university disciplinary action and legal consequences for the same incident.



## University Conduct - Drug Policy

Lawrence University is opposed to the use of potentially dangerous drugs, (i.e., controlled substances which include hallucinogenic drugs, amphetamines, barbiturates, cocaine and its derivatives, narcotics, and any others controlled by legal authorities). Possession or use of drug paraphernalia, i.e. marijuana pipes or bongs are prohibited. The university expects its students to obey the laws established and enforced by local, state, and federal agencies concerning the possession, use, or distribution of illegal drugs. The manufacture, sale, distribution, possession, or use of controlled substances by students is prohibited at any time on the university campus and property; at or as a part of any on-campus or off-campus, university, student-sponsored activity; and during the performance of one's duties as an employee.

The university reserves the right to take action whenever it has reason to believe that the use, possession, sale, manufacture or distribution of illegal drugs has an adverse effect upon the life and/or academic performance of students or adversely affects or legally implicates others in the academic community. University action may take such forms as education, counseling, referral to outside agencies, suspension, or expulsion.

Appropriate disciplinary action will be taken in response to violations of these policies, in compliance with local, state, and federal laws. Furthermore, the university is not a sanctuary protecting those who violate laws regulating the use of drugs or alcohol, and university officials will cooperate with legal authorities whenever necessary. The university recognizes that the use of controlled substances and alcohol impairs performance, whether it be

academic or work-related, and maintains that the most effective means to deter the abuse of drugs and alcohol is through:

- a. continuing program of education emphasizing the facts about drugs and alcohol.
- b. the availability on a non-punitive basis of support services (medical and personal counseling).
- c. campus climate where personal influence deters drug abuse.

Students who need help in dealing with such problems are encouraged to seek help through counseling services or the dean of student's office.

In compliance with the Drug Free Schools and Communities Act (DFSCA), the University has a drug and alcohol abuse and prevention program, which includes an annual notification to students and employees regarding certain drug/alcohol related information (such as legal sanctions for violations of applicable laws, health risks, etc.) and a biennial revise of this program to evaluate its effectiveness and assess whether sanctions are being consistently enforced.

Students will receive information on the risks involved with the abuse of illicit drugs and on the treatment available to them from student wellness organizations and the university physician.

### **Summary of Legal Sanctions Covering Controlled Substances**

Under federal, state, and local laws, illegal use of drugs are serious crimes. Conviction can lead to imprisonment, fines, and assigned community service work. Courts do not lift prison sentences to allow convicted persons to attend college or continue their jobs. A felony conviction can prevent individuals from entering many fields of employment. Under federal and state law, persons convicted of possession of illegal controlled substances are ineligible for federal student grants and loans for up to one year after the first conviction and five years after the second.

### **Federal Drug Laws**



**Denial of Federal Benefits (21 U.S.C. § 862)** A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions, successful completion of a drug treatment program, including periodic testing, and appropriate community service, or any combination of the three.

**Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853)** Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

**Federal Drug Trafficking Penalties (21 U.S.C. § 841)** Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe.

In the case of a controlled substance in schedule I or schedule II, GHB, or flunitrazepam, a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university (**21 U.S.C. § 860**) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

**Federal Drug Possession Penalties (21 U.S.C. § 844)** Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

## Drug State Laws

| Category                | Summary (Wisconsin Statutes)  |
|-------------------------|---|
| Possession of Marijuana | <p>Possession of marijuana is prohibited in Wisconsin. Wis. Stat. Ann. § 961.41. A first offense is a misdemeanor, resulting in a fine of up to \$1,000 and/or imprisonment up to six months. <i>Id.</i> For a first offense of possession or attempted possession, the court may defer further proceedings and place the person on probation upon terms and conditions. § 961.47.</p> <p>Medical marijuana is also illegal. However, an individual may possess a low THC-cannabidiol product (containing less than 0.3% THC) if the individual has certification stating that a licensed physician has prescribed a cannabidiol product to treat a medical condition. §§ 961.32; 961.38.</p> |
| Controlled Substances   | <p>Wisconsin has a range of statutes governing controlled substances and their possession and distribution. Wis. Stat. Ann. §§ 961.11 – 961.69. No person may possess or attempt to possess a controlled substance or a controlled substance analog unless otherwise authorized. § 961.41(3g). The penalty for possession of a controlled substance depends upon factors</p>  |



such as the classification of the controlled substance, any prior offenses, and whether the possession was in or near a public housing project, a jail, a public park, pool, or youth center, or a public, private, or tribal school. *Id.*; § 961.495. The penalty for possessing or attempting to possess a controlled substance included in schedule I or II, which is a Class I felony, is a fine of up to \$10,000, imprisonment of up to 3.5 years, or both. § 939.50. For certain possession offenses, the court will require an assessment of the person's use of controlled substances and, if appropriate, develop a proposed treatment plan. § 961.472; § 961.475. It is also illegal to acquire or obtain possession of a controlled substance by misrepresentation, fraud, forgery, deception, or subterfuge, which is a Class H felony punishable by a fine of up to \$10,000, imprisonment of up to six years, or both. § 961.43; § 939.50. Manufacture, distribution, or delivery is also prohibited. § 961.41.

As an example, possession of more than 50 grams of heroin is punishable by a fine not to exceed \$100,000, imprisonment not to exceed 40 years, or both. § 961.41.; § 939.50.

## Summary of Health Risks of Drug Use

**CANNABIS** (Marijuana, Hashish) – Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity, and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women.

**DEPRESSANTS** (Barbiturates, Tranquilizers) – Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus; potentially fatal when combined with alcohol.

**HALLUCINOGENS** (LSD, PCP) – Psychologically and physically addictive, unpredictable behavior, depression, withdrawal symptoms, convulsions, death, possible damage to unborn fetus.

**INHALANTS** – Psychologically and physically addictive; blurred vision; damage to lungs, liver, kidneys, and bone marrow; anemia, choking, suffocation, death.

**NARCOTICS** (Heroin, Codeine, Darvon) – Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, coma, and death; possible damage to unborn fetus.

**STIMULANTS** (Cocaine, Crack, Amphetamines, Methamphetamine) – Psychologically and physically addictive; withdrawal symptoms; convulsions, respiratory failure, frequent accidents; increased blood pressure, which can lead to irregular heartbeat and death; possible damage to unborn fetus.

### **Summary of Drug Abuse Resources**

**Student Health Center Resources** Wellness Services located in the Buchanan Kiewit Wellness Center

In-person counseling appointments available at:

711 E. Boldt Way SPC 3

Appleton, WI 54911

920-832-6574

[wellnessservices@lawrence.edu](mailto:wellnessservices@lawrence.edu)

24/7 Counseling Crisis Line – 920-419-8167





## University Conduct - Fire Prevention and Safety

Students are instructed to use every precaution to prevent fires on campus. As outlined in the smoking section of the student handbook, there is a no smoking policy in all Lawrence University owned, leased, or operated buildings and vehicles. Smoking is permitted on City of Appleton public sidewalks (adjacent to city streets), but smoking is not permitted on Lawrence sidewalks or in Lawrence parking lots.

Do not leave kitchens, microwave ovens, ovens/stoves, or woks unattended while cooking. Always make sure everything is turned off and allowed to cool before leaving.

Grills used on campus must be at least 15 feet away from any building door or window to prevent false alarms. Grills may not be used on porches of student residences.

The following items are prohibited in university buildings: any open flame, lighters, candles, incense, fog machines, lanterns, oil lamps, hot plates, grills, corn poppers, electric heaters, electric irons, microwaves except where provided by the university, tapestries or ceiling mounted posters, and extension cords without a breaker. Cords may not be strung under carpets, rugs, or across furniture according to City of Appleton fire safety regulations. If these items are found, students will be requested in writing to remove them. Failure to comply with the written notice will result in a \$25 fine. Where applicable, the University reserves the right to confiscate the item(s).

Confiscated items will be securely stored and, when appropriate, returned to the student upon their official departure from the University (e.g., graduation, withdrawal, or transfer). Items that are illegal, hazardous, or otherwise deemed unsafe may not be returned and may be disposed of or turned over to law enforcement, in accordance with applicable laws and University policy.

Stairwell fire doors must remain closed in university buildings, and hallways and exits must be kept clear of obstructions. Students must not break or remove ceiling tiles in classrooms or hallways. They are an important part of the fire safety system; they are fire rated and can control the spread of fire. Because of the threat to health and life, students must not tamper with fire safety equipment including fire extinguishers, fire alarm pull stations, smoke detectors, exit and emergency lighting. Students must not remove, deface or alter signs that are in place to warn of

possible danger, or show floor level, state rules and procedures, direct or restrict access. City fire marshals regularly inspect university facilities to assure compliance with all fire safety regulations. Only trained university staff and fire safety or campus safety staff are allowed to use fire extinguishers. Tampering with fire safety equipment and/or discharging a fire extinguisher when there is no fire will result in severe disciplinary action including possible suspension. Individuals may be held responsible for the repair, replacement or refilling of fire safety equipment. In addition, negligence that results in the need for a response by Appleton Fire Department personnel may result in charges to the responsible student(s). Students should be aware of state statutes that define giving a false alarm as a Class A misdemeanor subject to a fine.

last updated 8.26.25



# Firearms and Weapons & Explosives Policy

## Firearms, Weapons and Explosives policy

In accordance with Appleton city ordinances, and Wisconsin state law, the following policy governs the possession, use of weapons and firearms on university property.

Weapons, firearms and explosives are prohibited on all Lawrence University property, including academic buildings, residence halls, outdoor spaces, and university-sponsored events. Students may not possess items commonly considered to be weapons; this includes:

- Firearms (including concealed or openly carried weapons),
- Explosive and fireworks,
- Knives with blades longer than 4 inches
- Swords, machetes, katanas,
- BB, pellets, paintball, and airsoft guns
- Stun guns and tasers,
- Toy guns (e.g., Nerf or squirt guns)
- Gun kits or parts,
- Weapon cases (even if empty),
- Bows and arrows, crossbows, slingshots
- Darts,
- Mace or hazardous chemicals.
- Any projectile firing mechanism

Students may carry a one-ounce container of pepper spray for personal safety.

Misuse of pepper spray will result in severe disciplinary action due to the potential for bodily harm.

In the event a student brings a firearm to campus (for off-campus use such as camping and hunting), it must immediately be handed over to campus security. The university does not provide storage for hunting weapons.



## University Conduct Fireworks

Appleton city ordinances prohibit the use of fireworks except by permit. Violation of this city ordinance involves fines for the possession of fireworks and for sale and distribution (see section Disruptive Conduct).





## University Conduct - Hazing Policy

In accordance with Wisconsin Statute § 948.51 and the Stop Campus Hazing Act (Public Law No: 118-173), Lawrence University strictly prohibits hazing in any form.

### Definition of Hazing

Hazing shall mean any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
  - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
  - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
  - causing, coercing, or otherwise inducing another person to perform sexual acts;
  - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
  - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

## Reporting and Investigation of Hazing

- All members of the Lawrence community are strongly encouraged to report Hazing incidents, whether on or off campus.
- Reports of Hazing should be made to the Dean of Students Office.
- While anonymous reports of Hazing are not accepted, the university is committed to protecting the confidentiality of individuals who come forward.
- All reports of Hazing will be promptly and thoroughly investigated as set forth in the Student Handbook.

## Policy and Discipline regarding Hazing

Hazing is prohibited on campus. Any student or organization found responsible for Hazing will be subject to disciplinary action, which may include suspension, expulsion, or revocation of organizational recognition.

## In Compliance with the Stop Campus Hazing Act:

- Lawrence University will include statistics on reported Hazing incidents in its Annual Security Report (ASR), as required by the Clery Act.
- The university will maintain a record of Hazing incidents reported to campus security or local law enforcement.
- Lawrence will provide ongoing Hazing prevention and education programs for students, faculty, and staff.



## University Conduct - Lawrence University Viking Room

### VIKING ROOM ADMISSION POLICY

The Viking Room, located in the lower level of the Lawrence Memorial Hall, is a legally licensed facility for the sale and consumption of alcoholic beverages. In accordance with Wisconsin state law, the Viking Room may enforce stricter admission standards to support responsible alcohol service and campus safety.

#### Admission Requirements:

1. Individuals must be at least 21 years of age to enter the Viking Room during normal business hours.
2. Persons under 21 may only enter if accompanied by a parent, legal guardian, or spouse who is at least 21 years of age, and only during authorized special events.
3. All patrons must be prepared to present valid proof of age upon entry.  
Acceptable forms of identification include:
  - a. A valid driver's license with photo
  - b. A Wisconsin State Identification Card
  - c. A valid passport
  - d. A U.S. military identification card
4. Fake or altered identification will be confiscated in accordance with state law. Attempting to use false identification is a violation of university policy and may result in disciplinary action.
5. Authorization for underage access during special events must be obtained in advance from the Dean of Students Office.

## BEHAVIOR EXPECTATIONS AND RESPONSE PROCEDURES

The Viking Room is committed to fostering a welcoming and respectful environment. All patrons are expected to behave in ways that promote safety, inclusion, and community standards.

### Prohibited Conduct Includes (but is not limited to):

- Overconsumption of alcohol
- Loud, disruptive, or obnoxious behavior
- Attempting to enter underage or assisting others in doing so
- Sneaking alcohol into the Viking Room
- Throwing food or other items
- Harassment or unwanted physical contact
- Physical altercations
- Vandalism
- Use or possession of a fake ID

## IMMEDIATE ACTION AND REMOVAL

Viking Room staff are empowered to take immediate action when behavior compromises the safety or enjoyment of others.

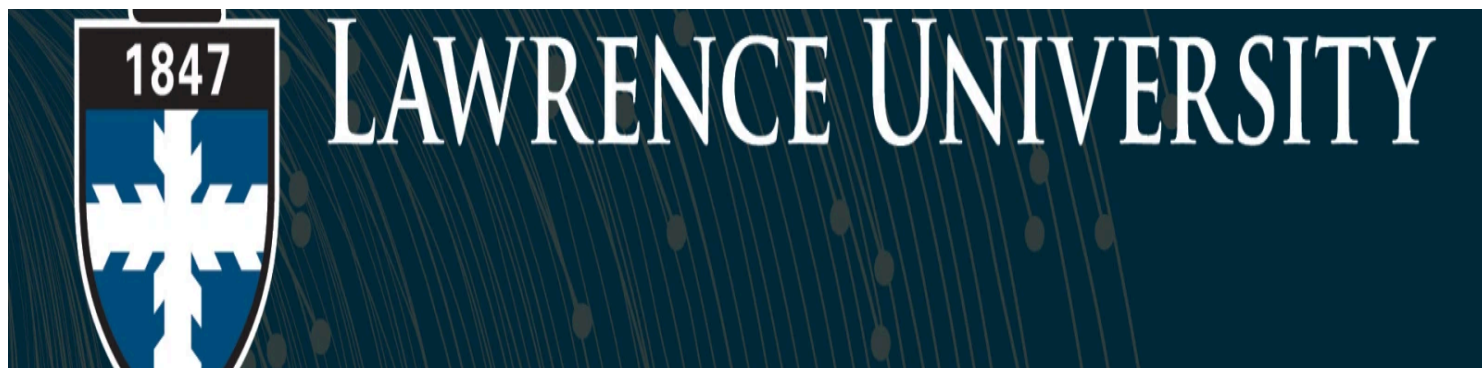
- Individuals may be asked to leave for the remainder of the evening or until further review.
- Refusal to comply will result in Campus Safety intervention.
- In cases of serious misconduct or safety concerns, Campus Safety may notify the Dean on Call or, if necessary, contact the Appleton Police Department (APD).
- Failure to comply with a university official is a violation of the Student Code of Conduct. Viking Room staff and licensed bartenders are considered university officials in this context.

## DOCUMENTATION AND FOLLOW-UP

All incidents involving removal from the Viking Room must be documented and reported to the Dean of Students Office for review.

- Further disciplinary action may be determined by the Dean of Students, Vice President for Student Life, or the Judicial Board.

- Temporary restrictions may be issued by the Dean of Students pending formal review.
- Students removed for serious misconduct may only return with written authorization from the Dean of Students or VP for Student Life



## University Conduct - Missing Student

In compliance with the Higher Education Opportunity Act's (HEOA), it is the policy of the Dean of Students office to actively investigate any report of a missing student who is enrolled at the university and resides in campus housing.

### Definition of a Missing Student

A student may be considered a 'missing person' if the person's absence is:

- Contrary to the usual pattern of behavior and/or
- Accompanied by unusual circumstances that may indicate risk to their safety or well-being.

Such circumstances could include, but are not limited to, a report of:

- Suspected foul play, referring to any indication that the individual's disappearance may be the result of criminal activity, coercion, or intentional harm by another party.
- Expressed suicidal thoughts,
- Known drug dependent,
- Life-threatening situation,
- Association with individuals who pose a danger to the student.

### Emergency Contact

Each student has the option, through their Voyager account, to designate an emergency contact to be notified in the event they are determined to be missing. This contact information is accessible only to authorized university officials and law enforcement personnel involved in a missing person investigation.

### Reporting a Missing Student

If a member of the university community believes a student is missing, they should immediately notify campus safety services. Upon receiving notification, campus safety staff, the residential education and housing staff and the dean of students will make reasonable efforts to locate the student to determine a student's health and well-being. These efforts may include, but are not limited to, checking their room, class attendance, ID card usage, locating the student's vehicle, talking with friends, and calling the student's reported cell phone number. As part of the investigation, the university reserves the right to contact the student's emergency contacts to help determine the whereabouts of the student.

If upon investigation, it is determined that the student has been missing for at least 24 hours, student life staff will notify the designated missing student contact and appropriate law enforcement. College officials will work in collaboration with law enforcement officers to resolve the situation.





## University Conduct - Posting Policy

### Posting Policy

Designated and approved bulletin board spaces are available across campus to promote events, services, or specials hosted at Lawrence University. Prior to placing any flyer, poster, advertisement or other commentary or promotional material (the "Posting"), student organizations or individuals must submit their Posting proposal to the Office for Student Engagement, Activities and Leadership for approval. Outside businesses and organizations wanting to have Postings on campus must first be approved by the Dean of Student Office, and once approved they are similarly bound by the terms of this policy.

Registering your Posting Proposal - <https://lawrence.presence.io/form/event-registration> - SEAL will respond with approval/rejection/edits within three (3) business days.

The following guidelines must be adhered for Postings on the Lawrence University campus.

### Posting Guidelines:

- All event-based Postings must contain, in clear lettering, the following information:
- The University sponsor department or organization of the event
- The date and time for the event
- The name of the event and its purpose
- Location of the event
- All Postings must follow the educational mission of the University, and any subject matter which is in violation of University policies, including but not limited to the Hate Speech Policy, will not be allowed.



- Postings are limited to 8.5"x11" or 11"x17" unless otherwise requested and approved.
- Postings advertising or promoting alcohol or controlled substances are not allowed.
- Posters that are posted outside of designated bulletin boards will be removed immediately. Examples of these excluded areas are:
  - Building doors
  - Walls or pillars
  - Bathroom mirrors
  - Windows
  - Light or electrical fixtures, including light poles
  - Fire alarm boxes and emergency equipment
  - Elevator doors
- The University may immediately remove any Posting not having been approved in advance or otherwise which is found to violate any terms of this policy.
- Improperly placing or using your approved Posting will result in a termination of your approval and all Postings will be taken down. Future Posting approvals may be rejected based on past violations.

### **Exemption from these guidelines**

- Any communication approved by the Lawrence University Crisis Management Team, President's Cabinet (or those authorized by Cabinet), University Academic Departments and Conservatory, Campus Facilities and/or Campus Safety
- Any administrative communication related to campus closure or event cancellation

Last updated 01/05/25





## Smoking Policy

### Smoking and Vaping Policy

Smoking is understood to be the act of inhaling and emitting smoke or vapor from cigarettes, electronic cigarettes, cigars, cigarillos, pipes, hookahs, or other delivery products.

Balancing the increased restrictions (state, local and campus) on public smoking with the knowledge that some Lawrence University students, faculty and staff choose to smoke, the following guidelines regarding smoking in outdoor public places.

### Permissible smoking locations

1.00 Smoking is permitted on all City of Appleton public sidewalks (adjacent to city streets) and the parkway between the sidewalk and the city street.

2.00 Smoking is permitted in the Viking Room outdoor enclosed patio during Viking Room hours of operation.

3.00 Two designated areas where smoking is permitted clearly identified on the interior of campus, one on the east end of campus and one on the west end of campus.

.01 The smoking shelter next to the Warch Campus Center turnaround.

.02 The smoking shelter to the north of Ormsby Hall, adjacent to the access driveway.

4.00 Any Lawrence property not defined as smoking permitted is considered smoke-free.





## University Conduct - Solicitation on Campus

### Solicitation On Campus

#### I. Solicitation

Solicitation shall be defined as the sale and/or distribution of goods and/or services, the distribution of literature, leaflets, or other printed material (except internal institutional advertising), or the attempted recruitment of a person for an organization or for a political, religious, or social cause. This legislation applies to all solicitations that take place on the Lawrence University campus, whether or not members of the Lawrence University community are involved.

1.00 Salespersons are not permitted in university buildings except to do business with university officials.

2.00 Outside solicitors may solicit in or on university premises only if they receive written authorization from the Office of the Dean of Students, or have received a written request from a student to meet with that student.

3.00 Student solicitors shall be allowed to operate in or on university property, provided that such solicitors register with and receive authorization from the Office of the Dean of Students. Students representing on-campus fraternities, sororities, or LUCC-recognized organizations shall be considered to have such registration and authorization.

4.00 Students should feel free to ask solicitors not representing on-campus fraternities, sororities, or LUCC-recognized organizations to show an authorization and immediately

report any unauthorized person who approaches them to the Office of the Dean of Students.

5.00 All organizations or individuals not representing on-campus fraternities, sororities, or LUCC-recognized organizations must follow the process for solicitation outlined below:

.01 No solicitation may occur in academic or classroom buildings, laboratories, theatres, or science hall shops.

.02 Authorized solicitation in residence halls is only permitted in the lobby of that residence hall. Solicitation may only occur in the residence halls between the hours of 4:00 p.m. and 7:00 p.m. Monday through Thursday and 2:00 p.m. to 5:00 p.m. on Sunday afternoon upon obtaining a permit from the Office of the Dean of Students.

.03 No solicitation is permitted during the reading period or exam week.

.04 A student has the reserved right to post a non-solicitation sign on his or her door. If this right is infringed upon, Judicial Board disciplinary action can result.

6.00 All on-campus fraternities, sororities, LUCC-recognized organizations, independent student groups and individuals representing such groups must follow the process outlined below.

.01 No solicitation may occur in academic or classroom buildings, laboratories, theatres, or science hall shops without special written authorization from the dean of students.

.02 No solicitation may occur in a residence hall during that hall's appointed "quiet hours."

.03 No solicitation is permitted during the final examination reading period or exam week.

.04 A student has the reserved right to post a non-solicitation sign on his or her door. If this right is infringed upon, Judicial Board disciplinary action can result. However, if a student has placed him/herself on the mailing list or membership list for an on-campus organization, that organization has a right to contact that student, regardless of any non-solicitation sign.

7.00 If a student believes that an authorized organization or individual—on-campus or off- campus—is over-reaching or abusing its solicitation privileges, that student should feel free to report the incident(s) to the Office of the Dean of Students and/or the LUCC Steering Committee.



## University Conduct - Student ID Policy



All students are required to carry their official University Student ID card at all times while on campus. The ID card serves as proof of enrollment and provides access to campus facilities, services, and events.

### Issuance and Replacement

- **Initial Issuance:** Each student receives one Student ID card at no cost upon enrollment.
- **Subsequent Replacements:** Any additional replacements will incur a \$25 fee per card. Students experiencing financial hardship may request a fee waiver for ID card replacement through the Dean of Students Office.

If a student believes they may recover their lost ID card, they may request a temporary badge from the Campus Safety Office. Temporary badges are valid for up to 3 business days. After this period, students must obtain a permanent replacement.



## University Conduct - Throwing or Shooting Missiles

Appleton city ordinances prohibit the throwing or shooting of “any object, stone, snowball, or other missile or projectile, by hand or by any other means at a person or at, in or into any building, street, sidewalk, alley, highway, park, playground, or other public place within the city.” (8.01(3), Offenses Endangering Public Safety.) Students violating this city ordinance may be fined. In addition, the violation of this ordinance on Lawrence property may result in disciplinary action. Care must be exercised when using a Frisbee or similar disc on campus; users should avoid endangering people or property and may be subject to disciplinary action should injury or damage occur. “Airsoft” and other games involving imitation weapons may not be played on university grounds.

*Reference MUNICIPAL CODE OF THE CITY OF APPLETON, WISCONSIN, Sec 13-4.  
Prohibited items or uses.*



## University Conduct - The Judicial System

### THE JUDICIAL SYSTEM

#### I. Social Code

In order to accomplish the mission of the university and to establish a community dedicated to the personal development of its individual students, the following rules governing student conduct are hereby established.

A. The right to personal security and safety of all members of the community shall be protected, and any act of an individual, which is conducted in willful disregard of that right shall be a violation of this code.

B. The right to maintain personal property free from wrongful interference by others shall be protected, and any act of an individual, which is conducted in willful disregard of that right shall be a violation of this code.

C. All LUCC extant legislation listed on-line in the *Lawrence Student Handbook* section of the web site shall be part of this Social Code.

All university regulations listed in the *Lawrence Student Handbook*, on the Lawrence University web site, or otherwise distributed shall be a part of this Social Code.

#### II. Jurisdiction

##### A. Authority of the President and Vice President for Student Life

The president and/or the vice president for student life shall have the final authority and responsibility to take whatever action deemed necessary and appropriate to protect the integrity of the university and the rights of the

university community. Accordingly, a student may be suspended from Lawrence University or have privileges revoked if the student's continued presence on campus is likely, in the judgment of the president or vice president for student life, to cause harm to the student themselves, other students, faculty, staff, other specified persons or groups, or university property. A student placed on suspension will be given timely notice of the reasons for the action and the opportunity for a hearing. The hearing shall be conducted in accordance with university policy.

Lawrence University students are subject to all applicable state, federal and local laws and regulations. Though such laws and regulations are distinct from university policies and procedures, students who face criminal charges also may be subject to university disciplinary actions, including, but not limited to, suspension by the president or vice president for student life, if the conduct which gave rise to the criminal charge violates university policies and procedures. If disciplinary action is taken and a sanction is imposed, a record of the action will be kept in the Dean of Students Office.

## B. Judicial Board

1. The Judicial Board shall be responsible for adjudicating alleged minor alleged violations of the Social Code, including all LUCC legislation and university regulations which govern student behavior and are not within the scope of the Honor Code, Sexual Misconduct policy, or Bias Policy.
2. LUCC and its committees are exempt from the purview of Judicial Board unless those bodies choose to bring cases of violation of the Social Code to the Judicial Board.

The Social Code applies to individuals, LUCC-recognized organizations, fraternities and sororities, and all student groups. For a case to be attributed to a student-led group, it must be established that the group formally endorsed or directed the activity in question that constituted the alleged violation.

## III. Membership of the Judicial Board

- A. The Judicial Board shall consist of twelve student members. The group consists of twelve individuals, including a non-voting chair, voting panel members, and a secretary. Additionally, the board may incorporate first year elect members, accounting for the total number of vacancies anticipated for the following year.

1. Chair of Judicial Board: The chair serves as a non-voting member with the primary responsibility of facilitating meetings and assisting the dean of students with training for new and elect members. The chair is expected to possess a thorough understanding of the judicial process and be well-versed in the Lawrence University Student Handbook. The chair's role is to facilitate the hearing process.

2. Voting Panel Member: A panel member will act as a voting party should they be selected to participate in a hearing. They are expected to attend meetings and training facilitated by the chair. Their role in a hearing is to ask questions to the respondent and/or complainant and collaborate with other panel members to determine if an alleged violation more than likely occurred.

3. Secretary: The role of the secretary is to transcribe meetings and hearings. They will act as non-voting member in hearings.

4. Elect Members: This role is designated for first-year students. Their role is to observe and train through the duration of their first year. As elect members, they do not participate in hearings but are expected to attend meetings. Elect members are non-voting positions.

5. The Judicial Board may remove a member by a 2/3 vote if they are not fulfilling their responsibilities as a board member (attendance, compromising the Social Code, breaking confidentiality, etc.).

6. You may not apply to become a member if you have been sanctioned within the judicial process or honor council. Furthermore, your membership will be revoked if you are sanctioned within the judicial process or honor council.

B. The dean of students (or designee) shall serve as a nonvoting advisor to the Judicial Board.

#### C. Selection of Student Members

1. Notice of vacancies shall be made public by the chair of the Judicial Board.

2. The chair of the Judicial Board shall compile a list of nominations submitted by members of the university community. Membership

applications will also be made public by the chair during the Spring term.

3. First-year students will be given the opportunity to apply for an elect position during the fall which will be made public by the chair. They will become full board members in the fall of their second year once they have completed the designated training.

4. The chair is selected from among the panel members every year in the spring. You may only apply for the chair position if you are a full board member for at least one school year (elects not eligible). The chair will serve for the entire following academic year. They must apply again at the end of their term should they choose to be a chair for another year.

5. The Judicial Board shall consider all nominees and applicants according to their interest, and capability.

6. The Judicial Board shall select candidates based on the number of vacancies expected for the next year.

7. The Chair of Judicial Board shall submit its candidates to the Dean of Students and the LUCC Steering Committee for approval once candidates have been selected.

#### **IV. Membership of Hearings**

Five voting members, the nonvoting chair, and the nonvoting advisor (Dean of Students) shall constitute the minimum participants in a hearing. The procedural advisor, a non-voting member, will be assigned by the dean of students to be present during a hearing. Their role is to advise the parties about the judicial process and call for a recess when needed. Furthermore, the dean of students may bring in a secretary to transcribe the hearing if deemed necessary. If an insufficient number of voting members can serve in a hearing, a student member of the Honor Council shall be selected to serve in the hearing. If the dean of students is unable to serve in a hearing, the vice president of student life shall appoint an advisor for that hearing.

Up to three workdays before the start of any Judicial Board hearing, every complainant and respondent shall have the right to request that one specific member of the Judicial Board be dismissed from participation in the hearing,



without explanation. Additional members may be struck if there is a "cause" for dismissal (conflict of interest, bias, partnerships; etc.)

## V. Procedures

A. A formal complaint shall be filed on The Lawrence University Dean of Students webpage. The complaint form is linked underneath "Judicial Board (Student Social Code of Conduct)" which specifies the following:

1. The names of the complainant (reporting party) and the respondent (the accused party) ;
2. A brief statement of the facts upon which the complainant alleges that the respondent has violated the Social Code;
3. The date, time, and location of the alleged incident;
4. A citation of those specific provisions of the Social Code, which the complainant alleges were violated by the respondent's conduct;
5. Witnesses may be listed in the brief statement. They may be called upon in a hearing if the voting board members find it necessary during the questioning portion of the hearing;
6. Evidence may be submitted in the incident report as needed (images, text exchanges, videos; etc.). The complainant and the respondent may submit additional evidence up until 24 hours before the hearing. Any evidence submitted after the 24-hour mark will not be included in the hearing.

B. In order to facilitate the Judicial Board process, a procedural advisor will be assigned for each case by the dean of students. The procedural advisor will be available to help advise the complainant of their rights as well as support them in the judicial process. The procedural advisor will not speak on behalf of the complainant or the respondent but will be present during the hearing to answer any questions both parties may have and call for recess, when necessary.

C. The dean of the student's office will communicate to the respondent within two workdays.

D. The respondent will be contacted by the dean of students and will be made aware that an alleged violation has been raised against them. The dean of students will contact the respondent to fill out a form with the following information:



1. A statement of the facts contained in the complaint, which are disputed by the respondent.
2. Requests for a case dismissal by the respondent party may be approved by the dean of students for either of the following reasons:

- a. That no violation of the Social Code has been described by the complaint even if all the alleged facts are accepted as being true;
- b. That the conduct which is the subject of the complaint is protected by the respondent's right to freedom of expression.

E. The respondent will be given three workdays to respond to the dean of students after being contacted. Failure of the respondent to answer the complaint may be considered an admission of the substance of the complaint.

F. After the case materials are reviewed by the dean of students and an alleged violation is identified, the case will be sent to a hearing before the Judicial Board. After the hearing is scheduled, the complainant, respondent, and the board members will be given all case information brought by either party. All additional evidence submitted 24 hours before the scheduled hearing will be given to the board and both parties as soon as possible. All evidence submitted after the 24-hour mark will be considered null and void.

1. The complainant and the respondent will be guaranteed the following rights in a hearing;
  - a. The right to be heard, provide testimony, and raise questions before the board. The respondent and complainant will not interact with one another, but instead direct all testimony and questions through the chair;
  - b. The right to call any available member of the community with knowledge relevant to the dispute to testify;
  - c. The right to present an explanation and argument to the board.

2. A recording and a written account of the hearing shall be made by the secretary. The recording will be available to the dean of student's office in case of an appeal. All recordings of the case will be erased at the time of the student's graduation

G. At the conclusion of the hearing the board shall meet and determine its decision in the case by majority vote. The decision of the Judicial Board shall be

reported in writing and shall include the following:

1. A statement of the board's findings of any violation of the Social Code;
2. A statement of any sanction imposed by the board;
3. A clear and concise description of the parties' appeal rights.

H. A copy of the written statement shall be provided to the parties and filed with the office of the dean of students within two workdays of the completion of the hearing. Any party wishing to file an appeal of the decision must do so within three workdays of receiving a copy of the written statement.

I. All appeals submitted by the parties must be received within 21 working days of the date of the Judicial Board's final decision letter. The dean of students shall have the power to review, modify, or reverse any decision made by the Judicial Board. Revisions, modifications, and reversals can be made if either party has cause for appeal and it is found appropriate by the dean of students. All decisions made by the dean of students are final. The dean of students shall provide copies of the appeal decision to both parties and the Judicial Board. The record of the appeal will be kept with the dean of the student's office until both parties graduate from the university.

J. The dean of students shall maintain a file for each student involved in disciplinary procedures. This file shall contain copies of the written complaint and response, a written account of the hearing, a copy of the Judicial Board's written statement, and any material related to an appeals process that was sent to the accused party. In addition, the file shall contain any correspondence from the dean of students regarding any disciplinary matters. Should a student be sanctioned multiple times, the information in this file may be considered when determining an appropriate sanction. This file shall be for internal use only. A record of the outcome of the judicial proceedings shall be maintained by the dean of students office.

## VI. Sanctions

### A. Definitions

1. Official Warning - constitutes notification that adverse judgment has been rendered against the respondent and that further violation of the Social Code may result in a more severe penalty.

2. Service - constitutes work performed for the benefit of the university or local community.
3. Residential warning - constitutes notification that further violation of the Social Code may result in expulsion from the residence in which the respondent is living.
4. Extracurricular probation - precludes for a specified time the respondent from participating in extracurricular activities as the Judicial Board shall determine appropriate for each particular case.
5. Disciplinary probation - constitutes a reprimand upon the respondent for a specified period of time and includes a statement that further violation of the Social Code shall result in a minimum penalty of suspension.
6. Suspension - constitutes the respondent required separation from the university residence, classes, activities, and privileges for a specified period of time, after which readmission to the university is automatic.
7. Indefinite suspension - constitutes the respondent required separation from the university residence, classes, activities, and privileges. Readmission to the university may be made to the party upon written application to the Faculty Sub-Committee on Administration.
8. Expulsion - constitutes the respondent's permanent separation from university residence, classes, activities, and privileges.
9. Other sanctions as deemed educational by the presiding board members.

## B. Procedures

1. Restitution may accompany any sanction.
  - a. When the property is owned by the university, the amount shall be determined by the vice president for finance and administration, or their delegate, and communicated to the respondent by the Judicial Board.

b. When the property is owned by an individual, the amount shall be determined by the Judicial Board in consultation with the complainant and communicated to the respondent.

2. The Judicial Board may require counseling for the respondent if found responsible. The number and length of sessions will be up to the discretion of the counselor.

3. The Judicial Board may require the respondent to complete online educational courses if found responsible.

4. The Judicial Board may impose a combination of these sanctions.

5. The Judicial Board shall meet as necessary with the Steering Committee of LUCC to discuss whether additions or modifications of LUCC extant legislation are warranted.

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### Explanatory Notes about the Judicial Board Procedures

Actions resulting from processes under Judicial Systems become part of an internal record but not part of the permanent record or external reports of a student. There are exceptions. Some employers and some professional and graduate schools require, as part of the application process, a statement from a university official concerning disciplinary action taken while a student was at Lawrence. Upon a student's waiver of the Family Educational Rights and Privacy Act of 1974, this information will be released.





# University Conduct - The Code of Student Responsibility

## Lawrence University Mission Statement

Lawrence University, through its undergraduate college and conservatory of music, educates students in the liberal arts and sciences. The university is devoted to excellence and integrity in all of its activities and committed to the development of intellect and talent, the pursuit of knowledge and understanding, the cultivation of sound judgment, and respect for the perspectives of others. Lawrence prepares students for lives of achievement, responsible and meaningful citizenship, lifelong learning and personal fulfillment. As a learning community of scholars and artists we actively foster a transformative process that emphasizes engaged learning, supported by an environment of rich educational opportunities in a residential campus setting.

## Preamble

1. It is both a legitimate concern of this community and a responsibility of the university that we, as a community, promulgate rules of conduct and procedures to enforce those rules in order to foster a community environment which furthers the mission of the college.
2. These rules are not intended to replace the laws of the political communities of which we are a part. As a community we insist that all of our members respect those laws, and we urge all members of the community to exercise their rights under those laws without regard to any proceedings undertaken under this code governing membership in this community. Proceedings may be undertaken under this code without regard to any related proceedings in the public courts system, but may be delayed until the courts conclude. Nor are these rules intended to replace the good sense and mutual respect members of the community are to exhibit in their behavior. But when conflict arises concerning rules in the Code of Student Responsibility, the matter should be referred to a formal judicial proceeding.
3. These rules are intended to protect the personal and property interests of the members of the community from harm and unnecessary risk of harm, as well as the intellectual integrity of the college. It is acknowledged that every member of the community retains the unrestricted right to freedom of

expression so long as that expression does not interfere with the safety of either personal or property interests, nor violate the Honor Code.

4. In order to accomplish these purposes, we as a community have established the Code of Student Responsibility, which we individually affirm as a condition of our membership in the community. The Code of Student Responsibility includes both an Honor Code for academic conduct and a Social Code for social conduct. The Honor Code is legislated by the Lawrence community through both the faculty and student bodies. The Social Code is legislated by the Lawrence University Community Council. The Social Code also includes all university regulations, as mentioned in 1.D. in legislation on The Judicial System.
5. The responsibility for ensuring the integrity of this Code of Student Responsibility shall be vested in the Honor Council, which has jurisdiction over the Honor Code, and the Judicial Board, which has jurisdiction over the Social Code. The Honor Council and Judicial Board shall operate under the rules and regulations defining their respective jurisdiction and procedures.





## Criminal Charges and University Discipline

University disciplinary proceedings may be initiated against a student charged with a violation of a law that is also a violation of University regulations without regard to the status of civil litigation or criminal arrest and prosecution. The University may conduct disciplinary proceedings prior to, simultaneously with, or after civil or criminal proceedings off campus. Disciplinary proceedings may involve an investigation and/or decision made by the dean of students, or designee. The dean of students may choose to use a panel of administrators within the University to process information and give recommendations. The dean of students may also choose to bring the student before Judicial Board to determine if violations of the Student Handbook occurred and decide subsequent sanctions.

When public authorities apprehend a student for a violation of the law, the University will not intervene because of their status as a student. Further, the University will not arrange for bail or provide legal counsel to the student. Should a student charged with a violation of the law approach the University for advice, an appropriate staff member will meet with the student and provide reasonable assistance.

A student is required to inform the University in the event that the student is:

- charged by a prosecutor
- charged by a grand jury
- charged in a court of law with a felony
- or convicted of a felony.

In these situations, the university may conduct an inquiry to determine if the student shall remain in student status, or whether the student shall be suspended until the issue is resolved in the courts. The dean of students, or their designee, shall determine if the student presents a threat to the safety of themselves or others, is a threat to University property, or if their continued presence on campus causes undue disruptions to the regular life and activities of the institution. Therefore, the university may remove a student's active student status, remove a student from campus residences, and restrict access to campus property until further notice.

Whenever convicted of a felony specifically, a student may be suspended indefinitely. If convicted and then released on probation, on bond while awaiting appeal, or after serving a sentence, the student may petition the dean of students for readmission. The dean, designee, or panel of administrators will determine whether the student should be readmitted or denied readmission on any or all of the following grounds:

The student is a potential threat to the safety and well-being of themselves or others

The student's presence would be detrimental to the mission of the University

The dean, designee, or panel of administrators may also propose special conditions under which readmission may be permitted. In situations where a student has been suspended following a felony charge and a prosecutor decides not to pursue the charges, the student may petition for the suspension to be lifted to the dean of students.



## University Conduct - Jurisdiction of University Policies, Procedures and Regulations

The jurisdiction of the University policies, procedures, and regulations is broad. Lawrence University will exercise jurisdiction to the extent practical and possible over all cases alleging violation(s) of University regulations occurring on campus as long as the person being charged is a student and regardless of the student status of the complainant. The University exercises jurisdiction over all students from the point of acceptance to the University through graduation or transfer from the University regardless of enrollment status. Students who are on required or voluntary withdrawal, study abroad, or any leave of absence remain under the University's jurisdiction. The University will also exercise jurisdiction over student organizations whether the organization is a University-sanctioned entity or independent organization that maintains students as members. Withdrawal from the University will not constitute grounds to dismiss any charges that are brought against a student. If there is sufficient reason to believe that a complaint against a student is imminent, the University may exercise its jurisdiction even if a student elects to withdraw before a formal complaint is presented to the University. In cases in which a student withdraws from the University before the adjudication of the complaint, the University may proceed to adjudicate the complaint.

The University will also exercise jurisdiction, to the extent practical and possible, over all cases alleging violations of University regulations that occur off campus, including any incident that takes place during a period when the University is not in session, if: the incident poses a threat to the safety and well-being of any member of the campus community, including the person who is complained against; the incident is likely to have a substantial effect on the complainant's/victim's campus life and activities; or the incident affects a compelling interest of the University.

Where a perpetrator is not a student or an organization, the University is limited in its ability to exercise judicial options. However, the administration may still assist the

victim. Options include, but are not limited to: a campus-based restraining order; access to campus resources such as counseling; as well as academic and residential accommodations.

Complaints against students by any member of the Lawrence community are handled according to the procedures in the Student Handbook under the heading "The Judicial System". Complaints against faculty, administration, or staff are handled under a separate Grievance Procedure, also in the Student Handbook.

Regardless of whether a complaint is made, the University may investigate health, safety or welfare concerns involving Lawrence University students, employees, programs or activities, including concerns about sexual violence or harassment. The scope of such investigations will be determined on a case-by-case basis by the University's administration in consultation with appropriate offices (such as Title IX For more information, see the Sexual Misconduct policy on the university web site at [go.lawrence.edu/titleix](https://go.lawrence.edu/titleix) or contact the Title IX Coordinator at 920-832-7490, Room 93, Brokaw Hall.) and legal counsel, and may include outside investigators or consultants. Depending on the purpose of the investigation, disclosure of the results may be limited. Faculty, staff and students are expected to cooperate fully with any investigation authorized by the University.



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## University Conduct - Age of Majority & Statement on In-Loco-Parentis

Eighteen is the age of majority under Wisconsin law, except regarding the provision and sale of alcohol (see Alcohol Policy) and students that age and older have the full rights and responsibilities of all other adults. Students should note that, except where the law prohibits it, university practice and policy is to engage all students as adults and that, as a matter of principle, in keeping with University policy, students normally are dealt with directly in matters pertaining to University bills, grades, academic credit, and academic and disciplinary status.

In the regular practice of the University, neither the faculty nor the administration assumes what has been generally referred to as an in-loco-parentis role. Students are expected to conduct their lives with ordinary prudence. When conduct on campus or at University-sponsored events falls short of this expectation and is in violation of the University's policies, procedures, or regulations, the University will rely on its own judicial procedures to obtain the necessary redress and corrections. For misconduct off campus, students must accept the consequences of action taken against them by civil authority and should not expect the University to intervene on their behalf. The University will not arrange bail or provide legal services to students who are in difficulty with the law but, rather, will expect students to arrange their own release.

Recognizing the benefits that may come from the involvement of parents in the life of the University, students are encouraged to keep their parents and legal guardians apprised of their progress. It is the University's position that the responsibility for advising parents of a student's academic and disciplinary standing primarily belongs to the student. It is expected that students will accurately and promptly inform their parents of situations in which their behavior or performance has compromised their good standing at the University.







# University Conduct - Bias Incident Reporting Program

## BIAS INCIDENT REPORTING PROGRAM

<https://www.lawrence.edu/info/offices/diversity-and-inclusion/policies-and-procedures/bias-incident-reporting-procedure>

Lawrence University is committed to fostering a welcoming and inclusive learning environment in which all students, faculty and staff can thrive. In accordance with our mission statement, we are “devoted to excellence and integrity in all of [our] activities and committed to the development of intellect and talent, the pursuit of knowledge and understanding, the cultivation of sound judgment and respect for the perspectives of others.” Bias incidents run in opposition to this pursuit of knowledge, understanding, and the cultivation of respect for the perspective of others.

Bias incident reports will aid us as we work to learn more about and address the intentional and unintentional ways members of our community are marginalized. We encourage direct communication and reconciliation among parties in conflict. Reports are intended to foster communication and to serve as an educational tool for all members of the Lawrence community.

The Bias Incident Reporting Program is intended to provide educational opportunities to address bias incidents and help members of the community develop greater respect for others and for the ideals of learning and justice that are at the core of the Lawrence community.

### What is a Bias Incident?

A bias incident is a disrespectful, hostile or harassing act that has a negative impact on individual's educational and/or work experience and is directed at an individual or group

because of their actual or perceived membership in a particular identity group. These acts often are rooted in and perpetuate stereotypes while reinforcing institutional and cultural barriers to the success of individuals from groups historically underserved by higher education. To be considered a bias incident, the act is not required to be a crime, nor does it have to violate University policy.

### **What is the Bias Response Team?**

The Bias Response Team (BRT) is comprised of administrators who are available to support and guide community members seeking assistance in determining how to handle bias incidents. The BRT is not a disciplinary body, cannot impose discipline, and does not require participation.

### **Who is on the Bias Response Team?**

VP for Diversity and Inclusion (Chair)

Dean of Students

Assistant Dean of Students and the Director of the Diversity and Intercultural Center

Director of Athletics

Director of Human Resources

Dean, Conservatory of Music

Provost and Dean of the Faculty

LUCC Student Representatives

### **Bias Incident Reporting Process**

If a member of the Lawrence community experiences or witnesses a bias incident, they are encouraged to file a bias incident report. The Chair receives such reports, follows up with those making reports when possible, and summarizes the incidents on a regular basis to be shared with the BRT and other appropriate University groups. The team advises the Chair on actions to be taken. The team may consult with appropriate University constituencies such as the President's Committee on Diversity Affairs, the LUCC Committee on Diversity Affairs, the Diversity and Intercultural Center, Faculty and Staff Governance Committees to determine the areas of greatest need for professional development and education. No disciplinary action will result absent referral to the appropriate University process or procedure.

Reporters may file an Attributed Report, in which they provide their name and contact information, or an Unattributed Report, in which the reporter remains anonymous.

**Report Bias Incidents:** If you are aware of a bias incident involving or impacting someone from the Lawrence campus, please go to the [Bias Incident Report page](#).



## University Conduct - Grievance Procedure

The grievance procedure is a way to address concerns that are not covered by other university processes (academic petitions, honor council or judicial board hearings, or complaints of sexual misconduct or employee discrimination). If you have a concern about the actions or lack of action of another member of the Lawrence community, you should follow the procedure below.

1. **Discussion:** Where possible, discuss the concern with the other person to seek a mutually acceptable resolution. If you feel uncomfortable or unsafe doing so, proceed to #2 or 3.
2. **Consultation/Mediation:** Seek counsel from a supervisor, advisor, residence hall director or community advisor, counselor, dean, colleague, etc., who may suggest possible solutions, refer you to a university procedure for addressing this type of concern, or act as an informal mediator to help resolve the dispute.
3. **Formal Review:** If the matter remains unresolved, request a formal review by the appropriate university authority:
  - Vice President for Student Life for a concern about a student's actions;
  - Provost and Dean of the Faculty for a concern about a faculty member's actions; or
  - Vice President for Finance and Administration for a concern about a staff member's actions.

To call for a formal review, send the university authority a written statement of the concern and any action taken to resolve it. The preferred way to receive a grievance is by email with "grievance" in the subject line.

The authority will acknowledge receipt of the grievance within two weeks and will work to resolve the matter as quickly as possible. The authority may guide the

party to an applicable university procedure or investigate the matter by:

- sharing the statement with the other party and asking for a written response;
- seeking additional information from one or both parties or from others who have knowledge of the dispute; and
- consulting sources on university procedures and regulations or seeking advice from appropriate counsel.

On the basis of this information, the authority will determine whether both party acted inappropriately and what corrective action needs to be taken. If the authority determines that the situation is not a matter for university governance, the authority may recommend actions, but neither party is bound to act on those recommendations. The authority's written decision and directives or recommendations will be sent to both parties, preferably by email.

**4. Appeal:** If the authority's decision does not resolve the matter, you or the other party may request that a panel hear the grievance. To call for a panel, send the authority a written statement of your reason for the appeal and your willingness to abide by the panel's decision. The preferred way to receive an appeal is by email with "appeal" in the subject line.

The authority will acknowledge receipt of the appeal within two weeks and will compose a panel to hear the grievance. The university authority will ask you and the other party each to submit the names of three faculty or staff members. The authority will select one person from each list and name a third person to the panel. If either party to the grievance is a student, the third person will be a student member of the judicial board who has no involvement with the dispute; otherwise, the third person will be a member of the faculty or staff. The authority will designate one panel member as chair.

The panel will be given all written statements related to the grievance, including the university authority's decision and directives or recommendations. The panel may interview any or all parties and others with knowledge related to the dispute. On the basis of this information, the panel will render its decision, preferably by consensus but otherwise by majority vote. The panel's written decision will be sent to both parties and the university authority, preferably by email. All parties are expected to abide by that decision.

While the grievance procedure is meant to resolve disagreements that affect members of the Lawrence community, it may not be possible to solve a problem to everyone's satisfaction. The university expressly forbids any retaliation or threat of retaliation for

filing a grievance, and any party that fails to follow the directives of the university authority or grievance panel will be subject to disciplinary action. This ensures that the process can lead to a genuine resolution.



## University Conduct - Jurisdiction of the University and Parental Notification

The jurisdiction of the University policies, procedures, and regulations is broad. Lawrence University will exercise jurisdiction to the extent practical and possible over all cases alleging violation(s) of University regulations occurring on campus as long as the person being charged is a student and regardless of the student status of the complainant. The University exercises jurisdiction over all students from the point of acceptance to the University through graduation or transfer from the University regardless of enrollment status. Students who are on required or voluntary withdrawal, study abroad, or any leave of absence remain under the University's jurisdiction. The University will also exercise jurisdiction over student organizations whether the organization is a University-sanctioned entity or independent organization that maintains students as members. Withdrawal from the University will not constitute grounds to dismiss any charges that are brought against a student. If there is sufficient reason to believe that a complaint against a student is imminent, the University may exercise its jurisdiction even if a student elects to withdraw before a formal complaint is presented to the University. In cases in which a student withdraws from the University before the adjudication of the complaint, the University may proceed to adjudicate the complaint.

The University will also exercise jurisdiction, to the extent practical and possible, over all cases alleging violations of University regulations that occur off campus, including any incident that takes place during a period when the University is not in session, if:

- the incident poses a threat to the safety and well-being of any member of the campus community, including the person who is complained against;
- the incident is likely to have a substantial effect on the complainant's/victim's campus life and activities;
- or the incident affects a compelling interest of the University.



Where a perpetrator is not a student or an organization, the University is limited in its ability to exercise judicial options. However, the administration may still assist the victim. Options include, but are not limited to: a campus-based restraining order; access to campus resources such as counseling; as well as academic and residential accommodations.

Complaints against students by any member of the Lawrence community are handled according to the procedures outlined in The Code of Student Responsibility, and managed in accordance with The Judicial System. Complaints against faculty, administration, or staff are handled according to the process outlined in the handbook under Grievance Procedure.

Regardless of whether a complaint is made, the University may investigate health, safety or welfare concerns involving Lawrence University students, employees, programs or activities, including concerns about sexual violence or harassment. The scope of such investigations will be determined on a case-by-case basis by the University's administration in consultation with appropriate offices (such as Title IX For more information, see the Sexual Misconduct policy on the university web site at [go.lawrence.edu/titleix](https://go.lawrence.edu/titleix) or contact the Title IX Coordinator at 920-832-7490, Room 93, Brokaw Hall.) and legal counsel, and may include outside investigators or consultants (such as the Appleton Police Department). Depending on the purpose of the investigation, disclosure of the results may be limited. Faculty, staff and students are expected to cooperate fully with any investigation authorized by the University.





## University Conduct - Parental/Guardian Notification Policy

Any notification to parents/legal guardians is contingent upon the provisions of applicable law, including the Higher Education Act, and the extent to which the law permits such notification. If the university is able to notify parents/guardians, any notification regarding disciplinary action taken as a result of a judicial process will typically be made only upon completion of the process. Students may grant permission to release different types of information to their parents/legal guardian by signing a specific consent form (academic, counseling, etc).

Although in practice the University may notify students when their parent or guardian has been contacted, the University is not required to do so by law. The University is required to keep a record of the contact and will disclose it to students upon request. Furthermore, under certain circumstances, the University is permitted by law to release the student's records to a court without the student's or parent's consent.

Please note that in emergency situations, the University reserves the right to contact the individual(s) whom a student indicates to be the emergency contact.

Situations in which parents/guardians will be notified:

The University receives notification from law enforcement officials that a University student under the age of 21 years has been arrested during an academic session for an alcohol or drug related violation.

A student has demonstrated through multiple incidents of alcohol or substance abuse that they are at risk of harming themselves or another.

A student under the age of 21 incurs a serious sanction for an alcohol or drug offense (such as removal from housing, disciplinary probation, suspension, or expulsion)

The University receives notification that a student has been admitted to the hospital and is suffering from a life-threatening illness, or there is reason to believe that a student's health and well-being are in immediate jeopardy.

A student has been arrested and is unable to arrange their own quick release.



## Parking Regulations

City ordinances prohibit parking on city streets between 2:00 a.m. and 5:00 a.m. or during a snow emergency under special conditions when declared by city officials. Overnight parking is available in city parking ramps.

Students may obtain permits for the city ramps from the City of Appleton. Students should use appropriate caution to safeguard their personal safety and property when parking in city ramps.

### Parking on Campus

In an effort to preserve the natural beauty of the campus and to provide as much green space as possible, parking has been kept to a minimum and is very limited. To better utilize our limited parking facilities, the university established a system by which students, faculty, and staff share parking space. Most campus parking lots are utilized by faculty and staff during daytime hours, Monday through Friday. These same lots are available for student parking overnight, on weekends, and during breaks.

In addition, a limited number of spaces are available to students for 24-hour parking and are allocated according to LUCC legislation through a lottery conducted in advance of each term. In the event of a snow emergency, all cars must be vacated from student lots for a period of twelve hours as determined by the facility services office.

### Parking Regulations

University regulations require that all students register their motor vehicles annually. Automobiles, motorcycles, and mopeds must be registered with the Dean of Students office within three working days of bringing the vehicle to campus. There is no charge for registration. Members of the community may park only in those parking areas allocated for their use as outlined below. No parking is permitted in fire lanes, driveways, drop-off zones, sidewalks, lawns, or parking areas designated for guests. Members of the community utilizing areas for loading equipment into or out of buildings should so indicate by use of flashers and should not leave vehicles unattended for more than five minutes.

Only bicycles, mopeds with motor disengaged, emergency, maintenance, and service vehicles may be operated off normal streets and drives. Operating a motor vehicle or parking on lawns, sidewalks, or other areas "off road" constitutes a violation of university policy.

## **24-Hour Student Parking Areas**

Space is reserved for student use as allocated through the LUCC lottery 24-hours a day in the Trever Hall lot west of Trever, in the East lot between 300 S. Meade St. and 813 E. John St., Plantz Hall lot, spaces directly behind Colman Hall, and the lower lot behind Hiatt Hall near the tennis courts. Only students with appropriate permits may park in designated areas.

## **Student Parking in Staff Lots**

Students can park in faculty and staff designated parking spaces after 5:00 p.m. Monday through Friday until 7:30 a.m. the following morning; all day Saturday, Sunday, and those holidays determined annually by the University as non-working holidays for faculty and staff members. Mid-term reading periods, final examination periods and term end reading periods are not considered holidays, and parking restrictions are enforced on these days. The Music-Drama lot is not available Sunday mornings as it is shared with the Episcopal Church. During other times, these lots are reserved for faculty and staff use only.

The south side of the Chapel lot, closest to College Avenue, a designated space in the Wilson House lot, and specific spaces within Alice G. Chapman Hall are reserved for guest use only.

The Banta Bowl lot may be used for overflow parking.

During special events, faculty/staff/students may be asked to park their cars in alternate lots. Email and website communication will occur to notify of parking lot restrictions for these events.

All vehicles parked in fire lanes, on lawns or sidewalks will be ticketed by Campus Safety and are subject to being towed for each offense at the owner's expense.

All unregistered vehicles, or any vehicle parked in reserved stalls, disabled/handicap stalls, driveways, or any 24-hour student parking area without permit will be ticketed by Campus Safety,

Violations of this policy may result in a ticket being issued. A student, faculty, or staff member may receive two warnings during the academic year. The vehicle may be ticketed for all third and subsequent incidents. Additionally, a vehicle may be towed at the owner's expense upon receipt of the third ticket and any thereafter.

Fines will be issued on a graduated basis. First offense \$5, Second offense \$10, Third and subsequent \$20 and subject to tow.

Any unregistered vehicle is subject to a citation for any violation of the parking policy. This fine will be \$20. Any vehicle found to have unpaid citations will be subject to tow.

Ticketing and towing occur throughout the week, including evenings and weekends. The university assumes no liability for vehicles parked or towed. Charges associated with recovery of towed vehicles are the responsibility of the owner.

University issued parking violations may be appealed by e-mailing: [Parking@Lawrence.edu](mailto:Parking@Lawrence.edu). Only cars registered at the time the ticket is issued may appeal a parking violation.

## 24-Hour Student Parking

### I. E. Motor vehicle regulations

#### 1.00 Registration for 24-hour student parking

##### .01 Parking fee

- a. There shall be a per-term fee for students who obtain a lottery spot, excluding spots at the Banta bowl. The LUCC General Council, upon the recommendation of the LUCC Student Welfare Committee, may propose changes to the on-campus parking fee.
- b. Parking fees are charged to the students' accounts, and the Office of the Dean of Students will issue a parking sticker upon the student's acceptance of the charge by the last business day of the week in which the lottery for the following term takes place. Different stickers will be issued each term.

##### .02 Parking lottery

- a. The Office of the Dean of Students shall conduct a lottery, drawn by seniority, to grant students 24-hour parking privileges for the following term.
- b. The lottery for Fall Term takes place on the first Monday of August. The lotteries for Winter and Spring Terms take place on the Monday of each preceding term's last full week of classes.
- c. Lottery parking spaces will be available for students with stickers for the term when residence halls open for all students that term.

##### .03 Medical exemption from the lottery

a. The Office of the Dean of Students shall first assign 24-hour parking spaces to students with physical disabilities or medical needs. Remaining spaces will be handled through the regular parking lotteries.

b. Each student requesting a medical exemption must submit a written request to the Office of the Dean of Students regarding their need for an assigned space. This request must be accompanied by a statement from their doctor confirming the need for the exemption from the lottery.

c. Students not meeting the criterion established in 1.03.a may be granted parking privileges through the regular parking lotteries.

.04 Individuals who do not go through lottery can be added to the end of the waiting list on a first-come, first-served basis.

.05 Openings shall be filled from those people on the waiting list, according to seniority and then lottery number priorities, at the beginning of each term.

.06 Transfer of registration stickers and lottery parking stickers is prohibited.

## 2.00 24-hour student parking

.01 Only students with the appropriate lottery-parking sticker may park their motor vehicle in designated 24-hour student parking areas. The university shall publish an annual list of 24-hour student parking areas in the Student Handbook.

.02 All students with registered vehicles may use 24-hour student parking spaces over winter and spring breaks. Students living on campus over the summer may use student spaces during summer break.

## 3.00 Parking violations



.01 Two or more violations in any given term will disqualify a student from entering the parking lottery for the subsequent term on campus, including the next academic year.

.02 The University Parking Committee reserves the right to bring excessive violators before the Judicial Board.

.03 Guest House parking, visitor parking and residence hall director parking are not student parking. Unauthorized vehicles will be ticketed and towed at the owner's expense.

.04 Vehicles illegally parked in fire lanes, in emergency areas, or on sidewalks or lawns will be ticketed and towed at the owner's expense.

.05 Only students who have registered their cars at the time the ticket is issued may appeal the parking violation.

#### 4.00 Snow emergency

.01 In the event of a snow emergency declared by the city of Appleton, all cars must be moved out of student lots for the purpose of snow removal.

a. Facility services will contract an outside firm to remove all snow from student lots during a designated time.

b. All students will be informed by facility services that a snow emergency has been called and snow will be removed from all lots. Students will be given 24 hours' notice before the snow emergency goes into effect.

c. Students will be informed of a 12-hour period during which all cars must be moved out of spaces in student lots.

d. After snow has been removed from a particular lot, students may re-park their cars.

e. The 12-hour snow removal shall not overlap with the period of three hours designated by Appleton city ordinances as the time when cars may not be parked on city streets (2:00 a.m. to 5:00 a.m.).

.02 Cars that are not removed from lots during the 12-hour snow removal period will be ticketed and towed to facilitate snow removal and owners will be subject to all fines and penalties involved.

## 5.00 Special Events

.01 The University may ask students to move their vehicles to alternate locations during special events to facilitate parking for off campus persons.

- a. These events will allow for funds to be raised for the University.
- b. Notifications will be sent via email and communications from Campus Safety may be completed for purposes of moving vehicles.



# Residential Education and Housing

35 min read

## Residential Education & Housing Policies & Procedures

Lawrence University is a residential university. The expectation that students reside on campus for a minimum of four years and participate in the board plan is consistent with the university's educational aim of providing students with a liberal arts experience that extends beyond classroom walls. Students and University guests residing on campus are required to abide by all University policies, housing rules and regulations, the expectations and procedures outlined below.

Notice of other regulations or changes in existing policies may be made by Housing and Residential Education during the term of the Housing Contract by notifying residents through the housing web site, e-mail messages, postings, letters, and/or publications one week prior to the change going into effect.

To Navigate through the Residential Education and Housing section, please use Ctrl + F, this will open the find box that lets you search for characters, text, and phrases on the current page.

**Abandoned Property**

**Air Conditioners**

**Alteration, Decoration and Furnishings**

**Animals**

**Hallways & Stairwells**

**Housing Contract Violation**

**Indoor Sports**

**Keys/Locks/Lock Outs**

|   |  |
|---|--|
| <b>Appliances</b>                                 | <b>Leave of Absence / Withdrawals</b>                  |
| <b>Beds/Lofts</b>                                 | <b>Painting</b>  |
| <b>Bicycles</b>                                   | <b>Parties</b>   |
| <b>Check in Procedures</b>                        | <b>Posting / Advertising in Residential Facilities</b> |
| <b>Check-out Procedures</b>                       | <b>Property Loss</b>                                   |
| <b>Cleaning Student Rooms</b>                     | <b>Quiet &amp; Courtesy Hours</b>                      |
| <b>Community Damages</b>                          | <b>Residence Hall Bill of Rights</b>                   |
| <b>Damages and Vandalism</b>                      | <b>Receiving Devices</b>                               |
| <b>Damages Fee Structure</b>                      | <b>Restricted Access Areas</b>                         |
| <b>Dining</b>                                     | <b>Room and Apartment Entry/Use</b>                    |
| <b>Doors</b>                                      | <b>Room Changes &amp; Vacancies</b>                    |
| <b>Drones</b>                                     | <b>Roommate Relationship</b>                           |
| <b>Early Arrivals/Late Stay Requests and Fees</b> | <b>Solicitation by Groups or Individuals</b>           |
| <b>Fire Alarms</b>                                | <b>Smoking</b>   |
| <b>Fire Safety</b>                                | <b>Storage</b>   |
| <b>Grills</b>                                     | <b>Study Abroad</b>                                    |
| <b>Group Housing</b>                              | <b>Substance Free Housing</b>                          |
| <b>Guests</b>                                     | <b>Windows</b>   |

### **Abandoned Property**

Residential Education & Housing is not responsible for property abandoned by residents upon vacating a housing assignment. Residential Education makes every effort to retain abandoned property for 30 days after students depart. After the 30 days, any unclaimed property will be donated or disposed of at the discretion of Residential Education & Housing. Students may be charged for the disposal of abandoned property and/or necessary cleaning or damage caused by the abandoned property.

### **Air Conditioners**

Air conditioners or swamp coolers are permitted only for medical reasons when approved through the accommodation process with the Office of Accessibility Services and with prior approval from Residential Education & Housing.

### **Alteration, Decoration and Furnishings**

While residents are encouraged to add their personal touches to their living units, modification of University spaces, furnishing or appliances is prohibited. For example:

- Light fixtures, switches, electrical outlets, smoke detectors, sprinkler heads and pipes, HVAC systems or plumbing may not be tampered with

- Items may not be hung from drapery rods, smoke detectors, sprinkler heads and pipes
- Materials that create fire, health hazards or damage to facilities is not permitted
- Surfaces or furnishings in the living unit may not be painted
- Air conditioners are not permitted without authorization (see air conditioner section)
- Water beds are prohibited (see bed section)
- Furnishings provided by the University must remain in the space (room, lounge, lobby, etc.) in which they are originally located
- Use of nails, screws, LED Light Strips, duct tape, gorilla tape (any adhesive besides command strips and painter's tape), tacks, pins, anything that may cause damage to the facilities

Residential Education & Housing will neither inspect nor approve construction. If any person is injured by a hazard constructed by the resident and the injured person claims the University is responsible for payment of injuries or for damages, the resident will be financially responsible to the University. The construction or use of any systems to loft beds is prohibited. Residents are responsible for the condition of their living unit and for all University furniture within their living unit.

### **Walls, Ceilings, Floors, Doors**

Nails and/or screws are not to be used to attach items. Residents will be billed for damage caused by the use of adhesive materials or use of nails, staples, etc. Self-adhering cork boards may not be used on any surface because of the damage they cause.

Removable adhesives such as painter's tape and 3M Command Strips are recommended for hanging items on doors and walls. Residents should carefully follow the instructions on how to remove tape and 3M Command Strips from walls to avoid damages. Residents will be held financially responsible for damages, even when using the products recommended above. LED light strips and their associated adhesives may not be used in housing facilities.

### **Holiday Decorations**

Students are encouraged to decorate living units for any holidays they wish. The following items are prohibited:

- Real evergreen (rooted or cut) trees or boughs
- Candles and incense
- Older-style string lights that produce heat
- Spray snow or flocking

When decorating their living units, students are reminded of the following:

- Items may not be attached to light fixtures, sprinkler pipes or other fire safety equipment
- No more than 20% of a door may be covered

- String lights may not be hung above a door frame
- UL-Approved power strips must be used
- Small (softball size or smaller) decorative pumpkins and gourds are allowed

## Animals

### **Pets**

For reasons of health and sanitation, pets are not permitted in Residential Education & Housing. Fish (no frogs, axolotls, or anything else not identified as a fish) kept in an aquarium (one tank up to 10 gallons per resident), service animals (i.e. guide dogs for the visually impaired), and University approved emotional support animals (ESAs) are the only exceptions to this regulation. Residents are responsible for the maintenance and cleaning of their fish tank. Decorative rocks should not be put down the sink or kitchen drains or flushed. Fostering animals is not allowed. If a lost animal is found outside, do not bring the animal inside and residents should contact the Appleton Non-Emergency Number 920-832-5500.

### **Emotional Support Animals**

Students who wish to request an accommodation for an Emotional Support Animal (ESA) due to a disability-related need should contact Accessibility Services ([accessibility@lawrence.edu](mailto:accessibility@lawrence.edu)), located in the Center for Academic Success) to learn more about the process for making such a request. Failing to abide by the ESA Resident Responsibilities, as outlined and agreed to during Accessibility Services' verification process, impacts not only the animal but the surrounding residential community and any roommates assigned to your space. Complaints about, or observance of, any behaviors that violate this agreement may result in a violation of this policy. Any violation of this policy may result in removal of the ESA from the residential community.

## Appliances

The only appliances permitted in the Residence Halls rooms are listed below:

- Refrigerators less than 4.4 cubic feet (1 per room)
- Coffee makers such as Keurigs
- Humidifiers (1 gallon or less)

Residential grade appliances allowed in Community Kitchens:

- Microwave ovens (1000 watts or less provided by Residential Education & Housing)
- Keurig or other coffee makers
- Air popcorn poppers
- Blenders
- George Foreman or other electric indoor grills

- Toasters & toaster ovens
- Pizza Pizzazz or other pizza ovens
- Crock pots & Instant Pots

The following personal appliances and other personal devices are prohibited in Housing facilities.

- Hot Tubs
- Deep Fryers
- Gas grills
- Charcoal grills
- Dishwashers
- Tanning beds
- Ceiling fans
- Washers & dryers
- Dehumidifiers
- Space heaters (unless provided by University Facilities staff)
- Air conditioners & Swamp Coolers (see Air Conditioner section)
- Institutional grade appliances

### **Beds/Lofts**

Only university supplied beds are allowed in your living unit:

- University supplied beds are bunkable and loftable, with the exception of Fox Commons. For help with lofting or bunking please complete a work order via your MyLU or through the services tab in the Housing Portal
- Commercial bed risers up to 12 inches are allowed
- Personal lofts are prohibited. The University provides modular furniture that includes the ability to loft.
- Water beds are prohibited

### **Bicycles**

Bicycle racks are located by every residence hall. Bicycles should be locked securely to the rack. Bicycles may not be stored in student rooms or public areas such as hallways and stairwells. If a bicycle is lost or stolen, it should be reported immediately to the office of campus safety, and to the Appleton police. Many stolen bicycles can be recovered. Students are encouraged to



register their bikes through the Office of Campus Safety. Electric bikes and scooters are not allowed within the residence halls and cannot be stored in the residence halls.

### **Check-In Procedures**

The date that a student picks up their keys will be recorded as their official check-in date. Upon moving into your living unit, residents should complete an online Room Inventory in the Housing Portal. Be sure that any pre-existing damages in your living unit are listed. Pictures with the date may also be taken and added to the electronic Room Inventory. The information listed on the Room Inventory is the basis for determining if damages are to be charged to residents at check out. Therefore, residents should make sure they are thorough in the completion of the Room Inventory when they initially occupy a new living unit. If residents have not completed their Room Inventory within 48 hours after check-in, Residential Education & Housing will consider the room/apartment condition to have no pre-existing damages and the resident will be billed for any damages assessed at check out. Failure to complete your room inventory is not grounds for a damage appeal. Students who do not properly check into the room or make an unapproved room change are not eligible for an appeal. A completed check-in includes key pick-up, occupancy verification and completion of the room inventory.

Students who make an unapproved room change may be required to move back to the original room assignment and may be charged an improper room change fee of \$150.

### **Check-Out Procedures**

Resident's keys must be returned before they leave. Residents must be completely moved out of their assigned room by the deadline. Residents failing to follow the above procedures for check out will be charged an improper check out fee of \$150 and an additional \$75 per day fee after the first day if they fail to move out or complete the room move. Additional fees may be charged for any items left behind that may need to be boxed and stored or removed and discarded after the move out deadline. Residents failing to return their keys will be charged fees for re-coring their room and/ suite locks and replacing their exterior keys. After the resident's departure, the room will be inspected by a member of the Residential Education & Housing staff for damages.

Residents checking out of their living unit at the end of the academic year participate in a similar process as during the academic year. All rooms are inspected for damages after students have departed. Students are expected to return their keys upon their departure to Residential Education & Housing Office. Additional information about the express check out process will be shared with residents in the weeks leading up to the end of the academic year.

The date that a student returns their keys will be recorded as their official check-out date. Fees for improper check-out (\$150) and additional nights of occupancy may be assessed to the student if the date they returned their keys is beyond the contract dates. Removal of personal items and/or non-occupancy of a room without returning keys does not constitute an official check out. Occupancy of a space after returning keys will nullify the check-out date and may result in additional fees.

### **Cleaning Student Rooms**

Students are responsible for cleaning their individual rooms. Vacuum cleaners are available in each residence. If it becomes necessary for reasons of health or safety to have a room professionally cleaned, a fee will be assessed based upon the costs of cleaning the room with a minimum charge of \$75-100. Failure to clean a room prior to vacating that room at the end of a term may also result in a fine.

### **Community Damages**

Residential Education & Housing reserves the right to charge for damages to residence hall furniture, fixtures or facilities. If a student is found to be responsible for vandalism in the residence hall, this student is responsible for the cost of the repair/replacement of the damaged items. If individual(s) do not come forward to take responsibility or cannot be determined, charges over \$200 may be assessed to all students living on that floor or hall. Charges may also be initiated for any repetitive incidents, regardless of cost.

Residents are expected to treat living units and common areas with respect and care. Damage, theft and vandalism of housing facilities or furnishings is not acceptable and may be referred to the conduct process.

### **Damages and Vandalism**

Residents are expected to treat living units and common areas with respect and care. Damage, theft and vandalism of housing facilities or furnishings is not acceptable and may be referred to the conduct process. Residents can be held financially responsible for damages to University property and for unacceptable levels of cleanliness. Charges for damages/unacceptable levels of cleanliness in living units and common areas will be billed to the responsible resident(s) or, if responsibility is unknown, will be equally divided among residents assigned to the space. A resident may appeal the charge within the time limit specified in the damage billing notification. Damage fees may exceed the estimate below due to material and labor costs. Items not listed may also be charged.

### **Damages Fee Structure**

| Item            | Material Cost | Labor Cost        | Total Cost |
|-----------------|---------------|-------------------|------------|
| Bed frame       | \$453         | \$100             | \$553      |
| Bookcase        | \$191         | \$100             | \$291      |
| Ceiling light   | \$25-40       | \$100             | \$125-140  |
| Coffee table    | \$361         | \$100             | \$461      |
| Cleaning (gen)  |               | \$50-75 per hour  |            |
| Cleaning (exce) |               | \$75-100 per hour |            |
| Desk            | \$300         | \$100             | \$400      |
| Desk Chair      | \$237         | \$100             | \$337      |
| Door (refinish) | \$100         | \$200             | \$300      |

|                             |           |                |           |
|-----------------------------|-----------|----------------|-----------|
| Door Recore                 | \$100     | \$100          | \$200     |
| Door (Room)                 | \$800     | \$200          | \$1,000   |
| Door Hallway (Fire Rated)   | \$3,000   | \$300          | \$3,300   |
| Door Hardware               | \$200-225 |                | \$400-425 |
| Dresser                     | \$453     | \$100          | \$553     |
| End Table                   | \$263     | \$100          | \$363     |
| Exit Light                  | \$50-75   | \$200          | \$250-275 |
| Elevator Graffiti/Vandalism | \$500     | \$200          | \$700     |
| Floor Lamp                  | \$165     | \$50           | \$215     |
| Heating Knob                | \$30      | \$50           | \$80      |
| Key (Room)                  | \$50      | \$50           | \$100     |
| Ladder                      | \$242     | \$50           | \$292     |
| Lamp (desk)                 | \$50-100  | \$50           | 100-150   |
| Lounge Chair                | \$1,025   | \$100          | \$1,125   |
| Love Seat                   | \$1,421   | \$100          | \$1,521   |
| Mattress                    | \$144     | \$50           | \$194     |
| Mirror                      | \$25-55   | \$50           | 75-105    |
| Hutch                       | \$258     | \$100          | \$358     |
| Showerhead                  | \$20-30   | \$100          | 120-130   |
| Smoke Detector              | \$30-125  | \$100          | 130-225   |
| Sofa                        | \$1,828   | \$100          | \$1,928   |
| Table Lamp                  | \$50-100  | \$50           | \$100-150 |
| Towel Bar                   | \$15-45   | \$50           | \$65-95   |
| Walls (touch up)            |           | \$100 per wall |           |
| Walls (plaster)             |           | \$200 per wall |           |
| Wardrobe                    | \$618     | \$100          | \$718     |
| Wastebasket                 | \$10      | \$25           | \$35      |
| Window                      | \$70-145  | \$200          | \$270-345 |
| Window Screen               | \$50      | \$100          | \$150     |
| Window Shade                | \$30-50   | \$100          | \$130-150 |

## **Dining**

Meal plans are required of all students living on campus. Each student pays a fixed cost for their meal plans. All Students will automatically be placed on the 19 meal plan unless they opt for the 14 or the 9 meal plan for the 2025-2026 academic year. After their first year, all students are allowed to choose from one of several meal plans. Meal plan changes may be made through the Thursday prior to the start of the applicable term. Meal plan contracts do not carry over from one academic year to the next. Meal plan changes are made on the student's Voyager account. Meal plan exemptions are not required but may accompany a housing exemption if the student chooses. Meal plan accommodations for health purposes should be addressed with Accessibility Services.

## Doors

Residents are not to detach the automatic door closer device from any door. Room and apartment doors are considered to be part of a student room. Any damages to doors will result in a charge being assessed to the occupants of the room.

Tampering with any door hardware is strictly prohibited and will result in conduct action and financial restitution for any associated repair costs. This includes tampering with peepholes.

All residence halls, small houses, and group houses will remain locked 24 hours a day.

- Outside doors are not to be propped open (violations of this may be referred to the conduct process).
- Exceptions may be made for special time periods in which security needs to be altered by the Office of Residential Education (e.g. student move-in day).

The hallway side of doors are considered to be in shared public space. As this side of the door is in space that is shared by the residents and guests of a building, the following policies apply:

- Memo boards may be put on living unit doors with removable adhesives such as painter's tape and 3M Command Strips
- All writing or marking on doors is prohibited
- Residents are expected to maintain clean doors
- Items posted on doors may cover only 20 percent of the door due to fire safety regulations, please review the Alteration, Decoration and Furnishings policy
- Residential Education & Housing has the right to require the removal of signs, materials, or writing that:
  - could create fear, threaten, or intimidate a particular individual or group such that they have a concern for their personal safety
  - presents obscene, lewd or profane language or images
  - could incite violence

## Drones

In an effort to preserve privacy of our residents, the use of drones within or around the areas adjacent to Lawrence University housing facilities is prohibited without proper approval by the Director of Residential Education & Housing or their designee

## Early Arrivals/Late Stay Requests & Fees

Residents may submit a request to arrive a maximum of three days prior to their official move in date in the Housing Portal. Reasons for approval include verifiable travel issues, on campus

employment, university commitments. Approved requests may incur a \$75 per day fee added to the student's account.

Residents may submit a request to stay a maximum of three days after their official move-out date in the Housing Portal. Reasons for approval include verifiable travel issues, on campus employment, university commitments and those seeking to observe graduation. Approved requests may incur a \$75 per day fee added to the student's account.

### **Fire Alarms**

If a fire alarm sounds, residents must leave the building in alarm via the nearest exit. (Residents who do not comply with evacuation are subject to monetary or disciplinary sanctions).

Fire alarms are a community concern, and it is the responsibility of everyone to prevent violations of this nature. If the individuals responsible for a violation cannot be identified, a warning may be issued after the second occurrence. On the third occurrence, a fine may be divided among all residents of the hall. In cases of malicious intent, immediate charges may apply. Therefore, anyone with information regarding the misuse or abuse of fire safety equipment must notify Residential Education and Housing or Campus Safety immediately.

### **Fire Safety**

All residents are expected to observe the following fire safety regulations:

- Candles, incense, oil lamps, lanterns, and open flames are not allowed in residential facilities
- Smoke detectors are to be connected, operational and not covered at all times
- Hanging anything from sprinkler heads and sprinkler pipes is prohibited
- Hoverboards, ebikes, electric scooters, motorbikes or other motorized vehicles are not allowed inside Residential Education & Housing facilities
- Access to windows, smoke detectors or doorways is to be unobstructed
- Items posted on room door may not exceed 20 percent of the door's surface
- Fabric (such as sheets, blankets, flags, tapestries, plastic banners etc.) may not be hung on the front/back of doors or hung from or affixed to light fixtures
- Halogen lamps and bulbs are not permitted
- Lighter fluid, blow torches, compressed gas tanks or gas cans are not allowed in Residential Education & Housing facilities
- Cords may not be strung under carpets, rugs, or across furniture according to City of Appleton fire safety regulations.
- Students must not leave food items that are being cooked unattended
- Stairwell fire doors must remain closed, and hallways and exits must be kept clear of obstructions.

- Do not leave kitchens, microwave ovens, ovens/stoves, or woks unattended while cooking. Always make sure everything is turned off and allowed to cool before leaving.
- See "Appliances" section for which appliances are restricted from residential facilities

Tampering with fire/life safety equipment, including smoke detectors, fire doors, fire extinguishers, sprinklers may create a serious safety hazard. People who tamper with the equipment will be referred to University conduct action and/or civil prosecution.

If a fire alarm is triggered due to tampering or misuse, the incident will be referred to Student Conduct and may result in a \$200 fine per incident, charged to the student's account.

Students must not remove, deface or alter university or city signs that are in place to warn of possible danger, or show floor level, state rules and procedures, direct or restrict access. City fire marshals regularly inspect campus facilities to assure compliance with all fire safety regulations.

### Smoke Detectors

Smoke detectors are installed for the protection and safety of students living in university housing facilities. University Facilities staff test smoke detectors on a regular basis to ensure they are operational.

### Fire Doors

Do not prop fire doors. Fire code requires that fire doors (stairwell doors, building entrance/exit doors) not connected to the fire alarm system be closed at all times. Fire doors with electromagnetic holders (part of the fire alarm system) will release and close automatically when an alarm sounds.

### Fire Extinguishers

Each hallway is equipped with a fire extinguisher for the safety and protection of students. If an extinguisher is used to put out a fire, the students must report the incident to Campus Safety. Residential Education & Housing conducts inspections of fire extinguishers periodically. Tampering with fire safety equipment and/or discharging a fire extinguisher when there is no fire will result in severe disciplinary action including possible suspension. Individuals may be held responsible for the repair, replacement or refilling of fire safety equipment. In addition, negligence that results in the need for a response by Appleton Fire Department personnel may result in charges to the responsible student(s). Students should be aware of state statutes that define giving a false alarm as a Class A misdemeanor subject to a fine.

### Sprinklers

All residence halls and apartments have sprinklers for additional fire safety. Students are NOT PERMITTED to hang anything from or tamper with the sprinkler system; doing so may impede their function and/or cause the system to activate. Students may be billed for the full costs of any damage resulting from misuse of the sprinkler system.

In the event of a fire alarm please proceed immediately (always use the stairs, do not use elevators during a fire alarm) to the assigned meeting location and wait there until an all clear is given, so staff members can be sure of everyone's safety.

#### Residence Hall Meeting Location - Evacuation:

|                                |   |
|--------------------------------|---|
| Brokaw/Colman Halls            | Grassy area between Colman and Brokaw       |
| Hiett Hall                     | Area between Ormsby and Steitz Science Hall |
| Kohler/Draheim                 | In front Alice G. Chapman Hall              |
| Ormsby Hall                    | Grassy area in front of Ormsby              |
| Plantz Hall                    | North side of Plantz Hall parking lot       |
| Sage Hall                      | Center of the Quad                          |
| Trever Hall                    | Grassy area west of Trever                  |
| Executive Houses               | Executive House parking lot near dumpsters  |
| All Quad Residences            | Center of the Quad                          |
| All Boldt Way Small Residences | Center of the Quad                          |
| 203 N. Union                   | Area east of the Chapel                     |

Students with disabilities should notify staff so additional assistance during emergencies can be pre-arranged.

Immediate evacuation when the alarm sounds is mandatory and re-entry into the building during a fire alarm is prohibited.

#### Grills

Grills are available for use by Student Organizations/Greek Life and students living on campus. For student groups, please contact the Office of SEAL to complete an event registration and assist you with making arrangements with facilities to have the grill moved to a specific location. Students living on campus should submit request to [Residential.Education@lawrence.edu](mailto:Residential.Education@lawrence.edu) for approval. Grills may not be used on porches of student residences, including small group housing. University Grills must be placed at least 15 feet away from any building door or window to prevent false alarms. If you have questions regarding this process, email [student.activities@lawrence.edu](mailto:student.activities@lawrence.edu).

#### Group Housing

Group housing at Lawrence University provides students with a variety of living options on a residential campus, a space to develop a community around shared values and interests, and a more independent style of living that promotes and enhances development of life skills. Group housing provides an overall benefit to campus by offering a variety of ways for students to be involved on campus, hosting activities open to the whole community and satisfying the needs of campus climate.



### Application & Selection Process

Detailed information regarding Group Housing will be publicized each year prior to the start of the process.

In order for a group to be considered in the selection process the group must complete the following:

- Minimally, one representative must attend the Group Housing Informational Session.
- Application and supporting materials must be submitted by the deadline given. Any applications submitted after the published deadline will not be considered.
- All members wanting to live in the group house must have a completed Residential Education & Housing contract on file for the academic year in which the group would like to occupy the house.
- All members wanting to live in the group house must have paid the Housing deposit for the academic year in which the group would like to occupy the house.
- Participate in the Group Housing interview process.
- Incomplete applications will not be considered.

### Guests

A guest is defined as any individual who is not assigned to your living unit. It is your responsibility to inform your guests of the policies and procedures at Lawrence University and Residential Education & Housing. Guests are expected to observe the same policies and procedures as their host. Guests who exhibit inappropriate behavior may be required to leave. Additionally, guests who repeatedly violate policies may be restricted from Residential Education & Housing facilities. Residents are responsible for the actions of their guests.

Residents must escort guests, including those who do not attend Lawrence University, at all times. Overnight guests may be allowed for up to three consecutive nights (no more than two times in a month) with the mutual agreement of your roommate(s). Roommates include all students assigned to the living unit. This limitation is designed to prevent abuse of roommate rights and the housing contract. Residents violating this policy and/or the spirit of this policy may be subject to conduct action.

Residential Education & Housing reserves the right to restrict guest access to facilities if safety concerns arise or if significant campus/community events require a higher level of security for our facilities.

Any additional expectations about guests in living units should be determined and outlined in the room/apartment agreement process.

### Hallways & Stairwells

Hallways and stairwells are considered public spaces. Personal belongings cannot be kept in the hallway or stairwell including but not limited to:

- Sporting equipment (hockey, skiing, snowboarding, etc.)
- Footwear (shoes, boots, etc.)
- Shower Caddies
- Entry Mats
- Garbage/trash bags

Students who do not adhere to this policy may be subject to conduct action.

### Housing Contract Violation

Those students who violate the housing contract may be subject to adjudication through the student conduct process and or fees.

### Inclusive Housing

Inclusive housing is provided in both first year and upper year communities. If an individual is placed on an inclusive floor the roommate gender would match the preferred gender of all individuals unless those individuals request to live with an individual of a different preferred gender.

### Indoor Sports

The main corridors, lobbies, hallways and other common areas in the residential facilities are designed specifically for access to student rooms and public areas. To ensure safe passage and to protect buildings, indoor sports of all types (playing catch, bouncing a ball, a toy gun game, etc.) and the use of sports equipment are not permitted. Bicycles and like items (rollerblades, skateboards, scooters, hoverboards, etc.) may not be ridden in any building due to safety and property concerns.

### Keys/Lock Outs

Residents are issued living unit keys upon check-in. Residents are not to loan or share their keys or LU ID card at any time. University keys are the property of the University and may not be duplicated. Keys must be returned when checking out of a living unit or at the request of the University. Any student that does not pick up their keys at the time of move in or room change will be charged an improper check in fee of \$150. Students who lose their keys will be charged a recore fee that ranges from \$200-300 depending on housing location. At temporary key will be given those students who have lost their key while the recore is complete. Students who have locked themselves out of their room should call Campus Safety at 920-832-6999 to be let into their room.

### Leave of Absence / Withdrawals

Students who take or are put on a **leave of absence** are required to remove their belongings

from their current room and completely move out. Limited storage is provided on a space available basis to students who will be returning to campus. Residential Education & Housing will email the student with move out instructions. Prior to the student's return to campus Residential Education & Housing will provide the student with a room assignment based off room availability and the student's preferences. Students are required to move out within 48 hours of the student status change. Students who voluntarily take a leave of absence during spring term will have the ability to choose to take part in the Housing Lottery or have Residential Education select a room based on information provided by the student in the Housing Application.

Students who are required to take a leave of absence during spring term may not take part in the Housing Lottery and will be placed into a room based upon the information provided in the Housing Application and room availability.

Students who **withdraw** from Lawrence University are required to remove their belongings from their current room and completely move out. Students who withdraw are NOT eligible for storage. Residential Education & Housing will email the student with move out instructions. Students are required to move out within 48 hours of the student status change.

### Lock Outs

Residents who are locked out of their room or building can obtain a loaner key from the Residential Education & Housing Office during regular business hours and by calling Campus Safety after regular business hours. Those students who repeatedly lock themselves out of their room will be referred to the student conduct process and may be required to pay a lock out fee.

### Lost or Stolen Keys

Residents are responsible for reporting a lost or stolen key to the Residential Education & Housing Office during regular business hours and Campus Safety after regular business hours so appropriate steps can be taken to protect property and prevent unauthorized entry. The cost of replacing locks and keys is incurred by the responsible resident.

### Key Charges

Lost keys require a room/suite to be re-cored. The costs associated with that are listed below:

- Re-core room & new keys \$200.00 – 300.00 depending on room type.

\*\*All lock out and key replacement charges are posted to a student's university account.

### Painting

Painting may only be done by University authorized personnel. If the pre-existing condition of a living unit warrants painting or repair, submit a maintenance request. Painting or repair work

performed by students is considered damage and students will be held financially responsible for any necessary repairs needed to restore a space to its original condition.

### Parties

All parties, with the exception of room parties, must be registered with the Office of the SEAL & the Office of Residential Education & Housing prior to the event. Such registration includes the requirement to provide non-alcoholic beverages at the event.

All parties must be registered at least 10 business days in advance of the function. Registration forms and other materials are available online via the Office of SEAL website <https://lawrence.presence.io/>. Party sponsors should note that parties must be in accord with the Appleton ordinances concerning noise.

All parties where alcohol is served must conform to the following regulations:

- Party registration forms will be subject to annual review and changed when deemed appropriate by the Office of SEAL & the Office of Residential Education & Housing.
- Party registration forms will be available online at the Office of SEAL website.
- All alcoholic beverages will be served in such a way that those consuming them know what they are drinking and in what quantity. Grain-alcohol type punch is prohibited.
- In all other ways, party sponsors must conform to party permit restrictions

Party sponsors may not charge for the use or consumption of alcoholic beverages, unless a special Class "B" license for beer and/or wine is obtained in advance from the City of Appleton. Charging a cover charge at the door, charging for an empty cup, charging for wristbands that permit consuming alcoholic beverages, or charging for alcoholic beverages by the glass or in bulk constitutes selling alcohol without a license and is a violation of state law and campus policy. For more information on obtaining a special Class "B" license from the city, consult the Office of Student Activities.

All parties must conform to quiet/courtesy hours.

All party hosts as designated by the party registration form (including the fraternity "six man" form), with the exception of room parties, must have completed Bystander Intervention Training in order to register a party with the Office of SEAL and the Office of Residential Education & Housing.

- Training will be administered by the Advisor of Sexual Harassment and Assault Resources & Education (SHARE) committee and must be renewed once every three terms.

- If the organization registering a party has a group house, then all members of the group house roster during the term in which the event will be held must complete Bystander Intervention Training.

Groups must schedule their training with SHARE-approved trainers prior to party registration.

## Party Definitions & Expectations

Room Parties - those parties hosted by at least one of the room/suite's occupants in that person's room and approved by all occupants of room/suite.

- Complaints about the party shall first be made to the sponsors (people assigned to the room).
- Complaints may be filed with Campus Safety.
- Complaints about room parties in group houses shall be made to the sponsor and then to Campus Safety.

Common Area Parties - parties held in a lounge, recreation room, floor lounge, study lounge, chapter room, dining room and/or living room.

- The sponsors must get approval for the facility's use with the Office of Residential Education & Housing.
- Signs must be posted on all floors and in common areas stating the sponsors' starting and ending time of the party, and the area in which the party is to be held.
- Complaints shall be made first to the sponsors.
- Complaints may then be made to Campus Safety/Office of Residential Education.
- Sponsors are responsible for the clean-up of the area within twelve hours of the posted ending of the party.

Outdoor Parties - parties hosted outside of the residence.

- Sponsors must file for a city of Appleton permit, if applicable (most permits require a 30-day notice). Information about these permits may be obtained from the Office of SEAL.
- Sponsors must file for a city of Appleton permit, if applicable (most permits require a 30-day notice). Information about these permits may be obtained from the Office of SEAL.
- Sponsors must arrange with facility services for set-up, clean-up, trash disposal, and contact Campus Safety for security assessment of needs.
- Sponsors are responsible for clean-up of the area within twelve hours after the party ends.
- City noise ordinances must be adhered to.

- Complaints shall be made first to the sponsors.
- Complaints may then be made to Campus Safety.

All parties in areas other than those mentioned above, shall be cleared through the building supervisor and registered with the Office of SEAL.

### **Posting/Advertising in Residential Facilities**

Residential areas are restricted access facilities open only to residents and their guests, individuals conducting University business and those who are granted access for specific, limited purposes. Only University organizations or departments may advertise events and/or services in residential facilities in accordance with these guidelines. The removal of approved postings/advertised is the responsibility of organizers and expected to be removed within 24 hours of completion of event.

Approval will only be granted for posters that advertise departmental or organizational services or events. Residential Education & Housing has the right to not approve or remove posters that:

- could create fear, threaten, or intimidate a particular individual or group such that they have a concern for their personal safety
- presents obscene, lewd or profane language or images
- could incite violence

### **Common Area Bulletin Boards**

Posters must be approved at the Residential Education & Housing Office, located in Raymond House. Posters will be approved through the date of the event or 30 days, whichever time period is shorter. Residential Education & Housing, on occasion, may approve postings for periods longer than 30 days if the posting content warrants a longer posting duration. Residential Education & Housing will not be responsible for hanging posters.

| Quantity Allowed  | Size Allowed                | Timeframe Allowed        |
|-------------------|-----------------------------|--------------------------|
| 8 Posters Maximum | 11" x 17" (Tabloid) Maximum | Date of Event OR 30 Days |

### **Living Area Bulletin Boards**

The posting areas within residential communities, such as residence hall floors or within apartments, are reserved for use by Residential Education & Housing.

### **Chalking**

Chalking is prohibited in all indoor spaces within Residential Education & Housing facilities. Chalking in the exterior spaces surrounding Residential Education & Housing facilities is

permitted as long as it is in compliance with University policies and approved by the Office of SEAL.

### Tabling

Tabling is not permitted inside or in outdoor areas adjacent to housing facilities or at events sponsored by Residential Education & Housing.

### **Property Loss**

The University does not accept liability for the damage or theft of personal property or for the loss of money. Residents are encouraged to lock their living unit door and to secure valuables within their living unit. In the event that property is lost or stolen, notify 911 immediately.

It is recommended that students either carry their own personal property insurance or determine if property loss is covered by their family's insurance policy.

### **Quiet & Courtesy Hours**

The realities of community living dictate that individuals respect community needs for the moderation of noise. Residents are expected to exercise good judgment and consideration in maintaining a living environment conducive to the achievement of the educational mission of the University. All residents have the right to study, live and sleep in their living unit at any time without unreasonable interruption. Residents are to conduct themselves with consideration for others in their community. A resident's right to sleep and study takes precedence over someone else's desire to make a lot of noise. During quiet hours, noise is to be contained within your room, apartment, lounge or common areas. This courtesy extends beyond the buildings to university grounds; people are to be considerate of others whether inside or outside of University Housing facilities.

Quiet hours begin at 10:00 PM on weeknights (Sunday - Thursday) and at 1:00 AM on weekends (Friday & Saturday). Quiet hours end each morning at 8:00 AM. Quiet hours are not modified during breaks, holidays, or University closures or reduced operations.

Courtesy hours are in effect at all times. Students have the right to study and sleep in their living unit at any time without unreasonable interruption. Students are to conduct themselves with consideration for other students in their community. Courtesy hours extend beyond the buildings to University grounds; people are to be considerate of others whether inside or outside of University housing facilities.

End of Term 24-hour quiet hours start at the regularly scheduled time on the last day of classes each term.

Residents are expected to confront noise problems that affect them. If assistance is needed, a resident should contact Campus Safety at 920-832-6999. Residents must comply with all



policies and regulations regarding sound equipment and recreational activities within the University housing facilities.

### **Residence Hall "Bill of Rights"**

Members of a community have certain rights and responsibilities. The following list is issued to remind each resident of their rights and responsibilities to their roommate and fellow residents.

- The right to read and to study free from undue interference.
- The right to sleep without undue disturbance from noise, distractions, etc.
- The right to expect that others will respect one's personal belongings.
- The right to live in a clean and smoke-free environment.
- The right to enjoy free access to one's room and to the facilities provided in the residence hall.
- The right to enjoy personal privacy (refer to section "Solicitation on Campus").
- The right to host guests with the expectation that guests are to respect the rights of a roommate and fellow residents.
- The right to redress grievances.
- The right to be free from fear of intimidation, physical or emotional harm.
- The right to expect that these rights and privileges will be respected by all members of the community.

Note: The Residence Hall Bill of Rights serves as a guide for behavior conducive to residential living. It is not usually subject to enforcement and adjudication through the Judicial Board.

### **Receiving Devices**

Receiving devices (antennae, satellite dishes, etc) that must be fastened to the outside of the building are prohibited.

### **Restricted Access Areas**

Access to maintenance and service areas within and around residential facilities is restricted to authorized staff and personnel at all times. In order to maintain the safety and security of residents and the facilities, residents must refrain from entering non-residential, restricted access areas. Residents who enter or attempt to enter restricted areas are subject to conduct action.

Roofs of residential facilities are restricted for use to authorized staff and personnel at all times. Roofs may appear to be an extension of usable areas, but all roofs are considered restricted access areas. Common sense use of roofs is expected. Residents who engage in a potential life endangering situation will be subject to conduct action.

Students may not be on the fire escapes or roofs except in emergency situations. Nothing is to be thrown from a roof at any time.

### **Room and Apartment Entry/Use**

The University respects the student's right to freedom from illegal or unreasonable searches and invasions of privacy.

Residential Education & Housing reserves the right to enter living units under the following conditions:

- If there is reason to believe that there exists a danger to health, safety and /or welfare of any persons or property
- To ensure proper maintenance of the facility
- Inspection and repair
- Preservation of quiet
- When there are reasonable grounds to suspect that laws, University, or Residential Education & Housing policies are being violated
- To conduct announced safety inspections

Residents are required to live in the room to which they have been assigned and may not access (or allow guests to access) additional rooms (including additional resident rooms within their living unit) without permission of the room resident or Residential Education & Housing.

Residents are expected to comply with the request of a University official (e.g. Residential Education & Housing staff, Campus Safety, or other designated staff), a city of Appleton Police or Fire Department official in the performance of their duty when it necessitates entry into a living unit. If, in the normal course of repairs or service, the staff observes possible violation of University or Departmental regulations or Federal, State or local laws, such information shall be reported for appropriate follow up. Violations will not be ignored.

### **Room Changes & Vacancies**

Room changes are not permitted until the beginning of the third full week of classes each term and will end 3 weeks prior to the end of each term. Room changes at the end of each term may be limited as new students for the following term must be assigned.

If a student desires to change rooms, they should contact the Residential Education & Housing Office. Depending on the situation and If space is available, the Housing Coordinator and relevant Residential Education staff will work with the student to obtain an alternate housing assignment. This will be based upon the requests of the student for location and room type and the profile match of potential roommates.

### **Improper room change:**

When your room change is approved, authorized students will receive written confirmation

from Residential Education & Housing via email. No changes may be made without such approval. Moving rooms without proper approval through the Residential Education & Housing Office will result in the assessment of a \$100 improper check out charge in addition to any damage charges.

#### *Vacancies in your living unit:*

If your roommate moves out, leaving an open space in the living unit, you have the following options for you to choose from:

- Provide the name of the new roommate(s) that will be moving into the open space
- Receive a randomly assigned roommate
- Buy out the remaining space in your residence hall room or apartment (if space allows)

You will receive communication from Residential Education & Housing that reviews these options and provides further instruction.

Residents with an open space in the living unit are expected to keep ½ of the space open and available for assignment of a new roommate at any time. Any conduct, including deception or harassment, designed to dissuade potential roommates is unacceptable. Any student who is found to not be receptive to a new roommate will be automatically charged to buy out their room at the rates listed above.

The University reserves the right to change room assignments for reasons of health, safety, or repair services; for disciplinary reasons caused by the Resident; or for unresolvable incompatibility of roommates.

#### **Room Consolidation**

The University reserves the right to consolidate vacancies by requiring any Resident to move from a room below full capacity. Residents must allow equal use of the room to any other resident assigned to that room. Failure to do so may result in disciplinary action and/or assessment of full cost of the room, half of which would have been assigned to another resident.

#### **Roommate Relationships**

A valuable and memorable experience of college life is living with a roommate(s). Whether they are from across the state or across the world, each person is unique in their background, personality and habits. Knowing your roommate(s) and building a relationship are not always easy tasks.

Getting along with your roommate(s) and preventing unnecessary conflict requires:

- open lines of COMMUNICATION
- mutual UNDERSTANDING
- mutual AGREEMENT

At your first community meeting, your Community Advisor will ask you and your roommate(s) to complete a *Roommate Agreement*. The *Roommate Agreement* will help you and your roommate(s) come to an agreement on how to live with one another. People don't need much in common to get along with each other! All they need is respect and communication. If you and your roommate(s) already know each other, it is still important to complete this *Roommate Agreement*. Friends might discuss important topics less often than those who have just met, which could lead to misunderstanding and conflict. Being friends with people is different than living with them.

When you complete your *Roommate Agreement*, it might be the first dialog you have on many of these topics, but hopefully it won't be the last. College changes people; as the habits, likes, dislikes, and values of you and your roommate(s) evolve, make time to talk about the differences. Over the next few months, conflicts may arise and friendships might be strained. Review your *Roommate Agreement*, keep communication open, and continue to discuss and revise it throughout the year.

### Roommate Rights

- To sleep without disruption
- To read and study peacefully in their own room
- To privacy
- To have free access to their room
- To live in a clean and healthy environment
- To live in a place free from fear, intimidation and harm
- To respect of self and personal property

Individual freedom must be balanced with mutual consideration. Remember, along with every right comes the responsibility to ensure your roommate(s) are afforded the same rights. The University holds no liability if the above rights are not met or if the *Roommate Agreement* is violated. These rights are only a suggestion by the University to aid you in creating the best possible living environment.

### **Solicitation**

To support resident safety, Residential Education & Housing has adopted the following guidelines for individuals or groups who wish to engage in solicitation.

### Commercial Activities & Solicitation

Commercial solicitation is defined as any activity which is based on the primary function of promoting a business, program or event which is conducted for profit.

- No commercial solicitation is permitted in Residential Education & Housing facilities either by company representatives or students acting on their behalf
- Advertising for commercial enterprises is restricted in Residential Education & Housing
- Residents may invite a representative of a commercial enterprise to visit them in their room or apartment. Use of public spaces for said activity is not allowed

Additionally, conducting business in Residential Education & Housing facilities, including from within your residence hall room/apartment unit, is not permitted. Students are also prohibited from conducting business on University computer, internet, or telephone systems.

### Non-Commercial Solicitation

Non-commercial solicitation is defined as any activity not conducted for profit which has as its primary function the promotion of a business, program, or event. Non-commercial solicitation by non-University groups or organizations is occasionally permitted with permission of the Director of Residential Education & Housing.

### Political Campaigning

Residents can choose to post a "no campaigning" sign on their living unit door.

### Door to Door Solicitation

Door to door solicitation is prohibited in Housing & Residence Life facilities except for political candidates as outlined in the Political Solicitation Policy.

## **Smoking**

In accordance with University policy, all Residential Education & Housing facilities are 100% smoke-free environments. Smoking and tobacco use is not allowed. In Residential Education & Housing, smoking is defined as having a lighted cigar, cigarette, pipe, or any other smoking equipment, including the use of electronic cigarettes, vaporizers, and hookahs. The possession of hookahs, pipes, bong is prohibited. Smoking is permitted on all City of Appleton public sidewalks (adjacent to city streets), but smoking is not permitted on Lawrence sidewalks or in Lawrence parking lots.

Two designated areas where smoking is permitted are the smoking shelter to the north of Ormsby Hall and the smoking shelter next to the Warch Campus Center turnaround.

## **Storage**

Storage space is available on a limited basis in each of the residence halls except Fox Commons for those students living more than 6 hours away from LU. Students may submit requests to

utilize storage through the Office of Residential Education & Housing.

- All items must be stored in boxes provided by Residential Education at a cost \$3.00 per box with a maximum of four boxes for any given student if they are not storing a mini fridge, 3 boxes if storing a mini fridge. Each box will be clearly marked with the Residential Education provided ID tags which include date added to storage and anticipated removal.
- Only Area Coordinators will provide access to student storage to place or remove boxes. Boxes must be removed within 12 months of initial date of storage. Boxes not removed after 12 months will be discarded.
- Storage of suitcases, lofts, furniture, carpeting, bricks, empty boxes, or lumber is prohibited in student residences. Lawrence University is not responsible for lost or damaged property left in storage rooms.
- Residential Education & Housing is not responsible for lost, stolen or misplaced items in storage.

### **Study Abroad**

Students who study abroad during fall and spring terms are required to remove their belongings from their current room and completely move out. Limited storage is provided on a space available basis to students who will be returning to campus. Students studying abroad during winter term are not required to remove their belongings and will keep their room assignment for the following term, however, students studying abroad in Winter Term are required to turn in their room key at the end of Fall Term.

Residential Education & Housing will email the student with move out instructions. Prior to the student's return to campus Residential Education & Housing will provide the student with a room assignment based off room availability and the student's preferences. Students who study abroad during fall term of a given year are not eligible to take housing lottery process.

### **Substance Free Housing**

Substance Free Housing is available on a first come, first-served basis in both first year and upper year housing. Residents placed within a substance free community are expected to not possess or use alcohol, illegal drugs, tobacco, vapes. Violations of substance free housing will be referred to the student conduct process and outcomes may include a room change.

### **Summer Housing/Break Housing**

Summer housing is available for those residents who will be living on campus for the upcoming fall at an additional cost. Those graduating, studying abroad in fall, living off campus the next academic year, student teaching, etc. are not permitted to live on campus during the summer.

Those students who are not living on campus during spring term but will be living on campus during the upcoming fall are eligible for summer housing starting with summer session 2.

Break housing is available for those students who will be living on campus for the next term at an additional cost. Those studying abroad, taking a leave of absence, etc. are not eligible for break housing.

## **Windows**

Except in an emergency situation, windows may not be used to enter or exit the building. Screens must be left on windows and there must be a screen covering all open windows. A resident may not open, lean, or reach out of windows, or throw items or fluids from their window where screens are not in place. Items hanging outside or on the exterior of the window are prohibited. Common sense use of windows is expected. Residents who are engaging in a potentially life endangering situation will be subject to conduct action.

Leaving windows open for extended periods of time when the temperature is below freezing may cause pipes to freeze and burst; residents found responsible will be charged for damages.

Windows and screens are considered to be part of a student room. Any damages to either item will result in a charge being assessed to occupants of the room or apartment.

As windows face out into common outdoor spaces, such as sidewalks or grass areas, that are shared by residents and guests of our facilities, Residential Education & Housing has the right to require the removal of signs or other displays from residence hall and apartment windows that:

- could create fear, threaten, or intimidate a particular individual or group such that they have a concern for their personal safety
- presents obscene, lewd or profane language or images
- could incite violence within the residential community







# LUCC Student Governance

## GOVERNMENT AT LAWRENCE

The by-laws of the university place governing responsibility in the hands of the Board of Trustees, which with the president of the university oversees the operations of the institution. The board assists with critical budget decisions, promotes plans for future development and helps secure financial support for the institution. The president, with the approval of the board, appoints officers and delegates authority and responsibility to them for the efficient administration of the university.

Curricular affairs are the faculty's domain. Student members of standing university committees are appointed by the Lawrence University Community Council (LUCC) and participate in discussions concerning academic policy.

The faculty has delegated much responsibility for campus life to the Lawrence University Community Council. Since its inception in 1968, students and faculty have successfully worked together on social and other non-curricular issues. The council is comprised of a student president and vice president, 7 Student cabinet members, 16 student representatives, and 3 faculty representatives. In addition, students serve on a number of faculty committees, as well as committees of the trustees, the university, and of the president. These students are appointed by the LUCC President and approved by the Steering Committee.

The LUCC concept of government is a unique experiment in college administration and, as such, demands more than the usual amount of cooperation, interest, and involvement by students and faculty. The council constantly reviews its legislation in

an attempt to keep policies current, and it strives to meet the challenges of new community issues as they arise.

LUCC standing committees study and make recommendations on community issues. Voting members of LUCC standing committees are appointed by current members of that committee and approved by the LUCC Steering Committee. Students interested in serving on these committees should apply to the standing committee, who may recommend new voting members to the Steering Committee for final approval (see the section on LUCC Committees). Fraternities and sororities are coordinated by the Interfraternity Council and Panhellenic Council, respectively.

LUCC committees study and make recommendations on community issues. Voting members of LUCC standing committees are appointed by current members of that committee and approved by the LUCC Steering Committee with the approval of the council. Students interested in serving on these committees should apply to the standing committee, who may recommend new voting members to the Steering Committee (see the section on LUCC Committees). Fraternities and sororities are coordinated by the Interfraternity Council and Panhellenic Council, respectively.

## **LUCC Mission Statements**

### **Organized and officially recognized voice for student body**

- LUCC shall act as an organized and officially recognized voice for the student body via elected representatives who advocate for students by writing legislation and resolutions, communicating needs and concerns with relevant university partners, working within LUCC committees, and generally advancing the goal of improving student life for all students.

### **Empowering student voices by actively participating in decision-making**

- LUCC exists as a publicly accessible forum to empower student voices through participation in university committees and focus groups where they can discuss concerns and receive information related to university decisions.

### **Student organization funding and approval**

- LUCC facilitates collaboration and community building by connecting organizations with each other and providing transparent guidelines about student organization funding and approval processes, which are essential for empowering student-led clubs to foster a more vibrant and inclusive campus community.

## Promoting and supporting student infrastructure

- LUCC is dedicated to enriching student life by championing student welfare infrastructure. LUCC is composed of various committees addressing different aspects of student life. These focused committees work to improve the student experience through a variety of initiatives.

## LUCC Student Governance

[LUCC Constitution](#)

[I. Student Organizations](#)

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[III. LUCC Rules of Order and Parliamentary Authority](#)

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[X. LUCC Funded Campus Essential Welfare Services](#)

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# LUCC Constitution

## *LUCC CONSTITUTION*

Acting under the charter and by-laws of Lawrence University, we, the students and faculty of that university, in order to improve the administration of student affairs and to perpetuate the goals of the university, establish a governing body to be known as the Lawrence University Community Council (LUCC).

The Lawrence University Community Council, as guided by the university and its Mission Statement, Educational Philosophy, and Statement on Inclusion, is the official voice for shared governance on campus and directly advocates the well-being of the community. LUCC leads campus in our collective mission to foster a respectful environment that actively stands for the equitable and inclusive treatment of all individuals and groups. We promote opportunities for student leadership and involvement, assist in the development of a cohesive community, and provide structural and financial support to the best of our ability.

### **Article One Purposes**

Section 1. To serve as a representative body in the Lawrence community and to bring attention to matters affecting the community's welfare.

Section 2. To support activities consistent with the community's welfare.

Section 3. To legislate on non-curricular matters pertaining to the interests of the community.

Section 4. To provide students and faculty with the opportunity to exercise leadership in the conduct of campus life.

## Article Two Members

Section 1. The council consists of sixteen student representatives, three faculty representatives, the appointed chairs of each standing committee, a president and vice president elected from the student body, and their cabinet.

Section 2. The student body elects 16 representatives from among its members. A member of the student body is defined as a degree candidate registered for Lawrence credit during the term of an election. Candidates for an election must be in good academic standing. A candidate may apply to serve for a tenure of three terms, or up to three students may apply as a slate in any combination to serve for each term in the school year.

Section 3. The university faculty, as defined by the by-laws of Lawrence University, elects three representatives from its members at the time that the faculty Committee on Governance presents its annual report to the faculty.

Section 4. Faculty representatives assume office immediately following their election. Student representatives assume office in accordance with their elected slates.

Section 5. A representative may be recalled by petition to the General Council of two-thirds of the constituency represented or by a unanimous vote by the council, excluding the representative in question.

Section 6. If a vacancy occurs in a slate of student representatives, the president shall, with the approval of the Steering Committee, appoint a student from the same constituency to fill the vacancies in the slate for the remainder of the term. If the vacancy in a slate is for more than one term, a special election shall be held to fill the remaining terms.

Section 7. Unless already members of the council, the president-elect and the vice president-elect serve as non-voting members.

## Article Three

### Officers

Section 1. The officers of LUCC are the president, vice president, treasurer, parliamentarian, general secretary, public-relations secretary, club support and training coordinator, community relations coordinator and finance secretary. These officers constitute the cabinet of LUCC.

Section 2. The students and faculty of Lawrence University jointly elect a president and vice president from the student body by the third full week of Winter Term. All candidates must be in good academic standing and plan to be on campus during all terms of office. A petition of signatures from one hundred and fifty voters will place a qualified candidate on the ballot.

Section 3. The parliamentarian, treasurer, general secretary, public-relations secretary, finance secretary, club support and training coordinator, and community relations coordinator are appointed by the president-elect and the vice president-elect. These appointments must be confirmed by majority vote of the steering committee prior to the completion of Winter Term. The president-elect and the vice president-elect shall publicize cabinet officer openings and obtain applications from interested candidates. All candidates must be students in good academic standing and plan to be on campus during all terms of office.

Section 4. Newly elected and appointed cabinet officers assume office at the first meeting of LUCC of Spring Term. All officers serve a term of office for three academic terms, beginning with Spring Term, until they are recalled, until they resign from the council, or lose their degree-seeking student status, whichever comes first. Appointed cabinet officers may be removed at any time by joint decision of the president and vice president for any reason the president and vice president see fit, with a public written explanation for the decision.

Section 5. The president or the vice president may be recalled by a three-fourths vote of those students and faculty voting in a recall referendum for that purpose. A petition to the council by 25 percent of the students and faculty initiates the recall referendum. An appointed officer of the council is recalled by consent of the president and vice president, or two thirds of the council.

Section 6. If the office of the president is vacant, the vice president assumes the office. If the office of the vice president is vacant, an election to fill the



vacancy is held within three weeks. If the office of an appointed officer is vacant, the president and the vice president jointly appoint a qualified successor immediately and the successor is confirmed by the Steering Committee.

Section 7. No person may hold more than one LUCC office at the same time, nor may anyone serve as a representative while holding an LUCC office.

#### Section 8. Duties of the president

- A. To convene, set the agenda for, and preside at all meetings of the General Council.
- B. To authenticate with their signature, when necessary, all acts, orders, and proceedings of the council.
- C. To chair the Steering Committee.
- D. To report to the university president and the faculty secretary the nominations and appointments of the Steering Committee.
- E. To convene the first meeting of each LUCC ad hoc committee.
- F. To fulfill other duties described in the by-laws.
- G. to hold at least biweekly one-on-one meetings per term with the staff advisor of the Steering Committee.

#### Section 9. Duties of the vice president

- A. To preside at meetings of the council in the absence of the president.
- B. To attend all meetings of the General Council.
- C. To chair the Finance Committee.
- D. To assist the Office of SEAL and the Club Support and Training Coordinator in developing and holding informational meetings for all

LUCC-recognized organizations about the rules and procedures of the allocation process.

E. To meet at least three times per term with a staff member from the Office of SEAL who oversees the disbursement of the Student Activity Fund

F. to hold at least biweekly one-on-one meetings per term with the staff advisor of the Finance Committee.

## Section 10. Duties of the treasurer

A. To attend all meetings of the General Council and Finance Committee.

B. To report the financial status of LUCC at every General Council meeting.

C. To preside at meetings of the finance committee in the absence of the vice president.

D. To review the Office of SEAL's inventory of each LUCC-recognized organization during Fall Term before the beginning of the Winter Term budget process and report any irregularities to the Vice President.

E. To approve and deny requests for emergency allocations.

F. To record detailed minutes at meetings of the Finance Committee in the absence of the Finance Secretary and publish them within 48 hours of that meeting's adjournment.

G. To meet at least three times per term with a staff member from the Office of SEAL who oversees the disbursement of the Student Activity Fund.

H. To fulfill any other duties as described in the by-laws.

## Section 11. Duties of the parliamentarian

- A. To attend all meetings of the General Council and Steering Committee
- B. To advise the presiding officer during General Council and Steering Committee meetings on parliamentary procedure.
- C. To offer suggestions on the grammar, spelling, numbering, and consistency with previous actions of the council of all acts of the council before they are approved.
- D. To maintain a current set of constitution, by-laws, rules of order, standing rules, legislation, and other acts of the council.
- E. To plan and preside over all LUCC elections
- F. To assist the Dean of Students in maintaining the Student Handbook in an accessible format.
- G. To conduct an annual review of all LUCC legislation and recommend any necessary updates or changes to the Steering Committee. The parliamentarian shall propose these changes to the Steering Committee no later than the sixth week of Fall Term.
- H. To publish, with the assistance of the public-relations secretary, and maintain a guide for drafting new legislation and ensure that all legislation complies with its standards.
- I. To publish, with the assistance of the public-relations secretary, and maintain a document titled "LUCC Extant Legislation," which shall contain the full text of the LUCC Constitution, By-Laws, Rules of Order, Standing Rules, and all current LUCC Legislation.
  - i. To update the document whenever the president of the university signs any new legislation; LUCC amends its by-laws, rules of order, or standing rules; the students and faculty ratify amendments to the LUCC Constitution; or the Office of the Dean of Students makes changes to LUCC policy in the process of updating the Student Handbook.
  - ii. This document shall serve as a platform for legislative work in LUCC and shall not be construed to constitute or govern the official programs, regulations, fees, or policies of Lawrence University.

## Section 12. Duties of the general secretary

- A. To attend all meetings of the General Council and Steering Committee
- B. To record, distribute, and maintain a file of the minutes of each General Council meeting.
- C. To record, distribute, and maintain a file of the minutes of each Steering Committee meeting.
- D. To manage all email communications for the General Council and Steering Committee: that is, to communicate with student organization leaders to coordinate recognition hearings, request additional materials, and explain any changes to student organization policies passed by the Steering Committee.

## Section 13. Duties of the public-relations secretary

- A. To attend all meetings of the General Council and Steering Committee
- B. To report activities of the council to The Lawrentian on a weekly basis.
- C. To manage communication with all external media outlets.
- D. To publicize the activities of the council on official LUCC social media pages.
- E. To create and distribute LUCC promotional materials.
- F. To publish a monthly newsletter detailing the activities of the council at least once per month.
- G. To maintain the LUCC website. To publicize on the website, with the assistance of the general secretary, the minutes of all LUCC meetings; past and present General Council agendas; a current list of LUCC faculty, presidential, and trustee committee members; pending

legislation; recently enacted legislation; and other information deemed useful by the council.

H. To publish, with the assistance of the parliamentarian, and maintain a guide for drafting new legislation and ensure that all legislation complies with its standards.

I. To publish, with the assistance of the parliamentarian, and maintain a document titled "LUCC Extant Legislation," which shall contain the full text of the LUCC Constitution, By-Laws, Rules of Order, Standing Rules, and all current LUCC Legislation.

i. The update the document whenever the president of the university signs any new legislation; LUCC amends its by-laws, rules of order, or standing rules; the students and faculty ratify amendments to the LUCC Constitution; or the Office of the Dean of Students makes changes to LUCC policy in the process of updating the Student Handbook.

ii. This document shall serve as a platform for legislative work in LUCC and shall not be construed to constitute or govern the official programs, regulations, fees, or policies of Lawrence University.

J. To maintain and publish with the help of the Club Support and Training Coordinator, a current directory of LUCC resources for student organizations.

K. To maintain, with the assistance of the Public Relations Secretary, a digital Community Comments and Concerns form to collect student feedback.

#### Section 14. Duties of the finance secretary

A. To attend all meetings of the General Council and Finance Committee.

B. To publish detailed minutes from each meeting of the Finance Committee within 48 hours of that meeting's adjournment.

C. To manage all email communications for the General Council and Steering Committee; that is, to communicate with financially

responsible parties of student organizations to coordinate allocation hearings, request budget corrections, and explain any changes to student organization policies passed by the Finance Committee.

D. To meet at least three times per term with a staff member from the Office of SEAL who oversees the disbursement of the Student Activity Fund.

## Section 15. Duties of the Club Support and Training Coordinator

A. To attend all meetings of the General Council

B. To support new clubs as they work through the process of recognition and creating an annual budget.

C. To meet with all newly recognized student organizations to help them develop future plans.

D. To work with the Office of SEAL to provide annual trainings on bias, Title IX, treasurer trainings, and others as assigned.

E. To create, maintain, and publicize LUCC resources for clubs.

F. To maintain and publish, with the help of the public relations secretary, a current directory of LUCC resources for student organizations.

G. To serve as a liaison between the LUCC Cabinet and the LUCC Standing Committees and communicate regularly with committee chairs.

H. To create and execute an annual training for new LUCC members to ensure that they are making decisions with the support and information they need.

## Section 16. Duties of the Community Relations Coordinator

A. To oversee new campus welfare projects proposed by LUCC.

B. To lead focus groups and surveys to collect student feedback on campus issues.

- C. To maintain, with the assistance of the Public Relations Secretary, a digital Community Comments and Concerns form to collect student feedback.
- D. To moderate the official Lawrence University Shoutbox Facebook group.
- E. To assist with the planning of LUCC-led volunteer opportunities and service projects
- F. To serve as a liaison between LUCC and the Appleton community and to collaborate on initiatives that benefit Lawrence students.
- G. To lead programs and initiatives that increase campus participation and student engagement in LUCC.

## **Article Four**

### **Meetings of the General Council**

Section 1. The General Council meets approximately every two weeks on a schedule published at the beginning of each term but must schedule at least three meetings each term.

Section 2. The General Council serves as a forum for members to discuss issues within LUCC's scope of oversight, to receive appeals for decisions of LUCC standing committees, to hear referendums on campus-wide issues, to share relevant updates from its standing committees, and to hold dialogue with members of the Lawrence community who are not members of LUCC.

Section 3. A special meeting is called on five days' notice by the president of LUCC, or by any four members of LUCC, or by petition of ten percent of the student body, or by petition of ten percent of the faculty.

Section 4. A quorum consists of nine student representatives and two faculty representatives.

Section 5. Voting members include student representatives and faculty representatives. All other members of the council are nonvoting members.

- A. The president votes only to break a tie.



B. Chairpersons of standing committees may make motions on matters their committee has formally recommended to the General Council.

Section 6. If a representative is unable to attend a meeting of the Steering or Finance Committee, committee, any class representative from the opposite committee may attend on behalf of that representative as a proxy.. Standing committee chairs may also designate proxies from within their committee's membership to represent them. The absent representative is responsible for informing their proxy of all relevant information (e.g. agenda, meeting materials, LUCC standard procedures) before the proxy attends the meeting.

Section 7. All meetings of LUCC are open to the public. Members of the Lawrence community who are not LUCC members are encouraged to attend General Council to engage in discussions relevant to the broader Lawrence community.

Section 8. All decisions of the LUCC standing committees may be called to appeal in General Council. Decisions of an LUCC standing committee may be overruled by a two-thirds vote of all voting members in General Council.

## **Article Five**

### **Steering Committee**

#### **Section 1. Members**

A. The LUCC President presides over the Steering Committee and votes only to break a tie.

B. The parliamentarian, general secretary, and public-relations secretary serve as non-voting members.

C. Eight student representatives not on the Finance Committee, appointed by the president and vice president, serve as voting members.

D. The Vice President for Student Life or another staff member from the Office of Student Life serves as advisor to the Steering Committee

and a non-voting member.

## Section 2. Duties

- A. To develop recommendations that address community concerns within LUCC's scope in the form of proposed resolutions, new legislation, or amended legislation.
- B. To appoint chairs of LUCC standing committees for approval through General Council.
- C. To recognize new Lawrence University organizations on a rolling basis in accordance with legislation and bylaws.
- D. To re-recognize Lawrence University organizations during Spring Term and to prepare a list of recognized organizations.

## Section 3. Procedures

- A. A quorum consists of the president and five voting members.
- B. Once the Steering Committee has approved appointments or nominations, the LUCC president informs the university president or faculty secretary of the Steering Committee's selections.
- C. Decisions of the Steering Committee are overruled only by a two-thirds vote of the General Council.

## **Article Six Finance Committee**

### Section 1. Members

- A. Eight student representatives not on the Steering Committee, appointed by the president, serve as voting members.
- B. One faculty representative appointed by the vice president, with the majority approval of the council.

C. The vice president presides and votes only in the case of a tie.

D. The vice president-elect, unless already a member, serves as a non-voting member.

E. The finance secretary serves as a non-voting member and takes the committee's minutes.

F. The treasurer serves as a non-voting member and informs the committee about LUCC's financial status.

## Section 2. Duties

A. To prepare the annual budget each Spring Term.

B. To allocate expenditures from the LUCC General Fund.

C. To report the annual budget and LUCC General Fund allocations in writing to the full council.

D. To ensure that a written report is submitted once a year at the time of the annual budget process from all LUCC-recognized organizations. This report must include the past year's events and activities, as well as those planned for the upcoming academic year.

E. To ensure that each LUCC-recognized organization annually submits a written list of assets.

F. To assist the Steering Committee in the formulation of LUCC policy and legislation concerning the governing of organizational finances.

## Section 3. Procedures

A. A quorum consists of the vice president, the treasurer, and five additional voting members.

B. The treasurer releases no sum from the LUCC General Fund in excess of \$250 until the Finance Committee reports the expenditure to the council.

C. The council accepts or rejects, by majority vote, the annual budget proposed by the committee. Other decisions of the Finance Committee are overruled only by a two-thirds vote of the council.

## **Article Seven Authority**

Section 1. The council is empowered by the faculty, acting under the authority vested in it by Article Eight of the by-laws of Lawrence University, to recommend constitutional changes to the faculty and students; to establish by-laws, rules of order, and standing rules; to pass legislation and resolutions; and to initiate referenda. Actions of the council, like actions of the faculty itself, are subject to the veto of the president of the university, which stands unless overruled by a two-thirds vote of all faculty members.

Section 2. Amendments to this constitution must be passed by a majority vote of the Steering Committee.

Section 3. The by-laws are rules pertaining to the administration of LUCC but not to the parliamentary procedure. They do not supersede the constitution. They are subject to amendment at any meeting of the General Council by a two-thirds vote, provided that the amendment was submitted in writing at the previous meeting.

Section 4. The rules of order are rules of parliamentary procedure pertaining to the orderly transaction of business in meetings. They are subject to amendment at any meeting of the General Council by a two-thirds vote, provided that the amendment was submitted in writing at the previous meeting; they are subject to suspension at any meeting of the General Council by a two-thirds vote.

Section 5. Standing rules are rules pertaining to the administration of LUCC but not to parliamentary procedure. They do not supersede the by-laws or the constitution. They are adopted or amended at any meeting of the General Council by a majority vote.

Section 6. Legislation is any rule or order pertaining to matters outside of the LUCC organization, and includes provisions for implementation. Legislation passed by LUCC

is implemented if it has been signed by the president of the university, or if it has not been vetoed within two weeks after being presented to the university president. Legislation is repealed by a two-thirds vote of the General Council, the faculty, or the student body.

Section 7. Resolutions are statements of the will of the council and are adopted at any meeting of the General Council by a majority vote. Only resolutions pertaining to internal matters of LUCC are binding.

Section 8. Binding referenda are expressions of the collective will of the students and faculty. A binding referendum is initiated by a petition to the council of ten percent of the students and faculty together. If it is passed by a majority of them, it is sent to the university president as LUCC-approved legislation.

Section 9. Advisory referenda are non-binding expressions of the collective will of the students and faculty. An advisory referendum is initiated either by a petition to the council of ten percent of the students and faculty together. If the council receives such a petition, it must consider the referendum at its next meeting.



# I. Student Organizations

## STUDENT ORGANIZATIONS

### Lawrence University Community Council Organizations

#### Section 1.00 Membership of a LUCC organization

.01 All members of a LUCC organization should be members of the Lawrence community, as defined by the LUCC constitution.

- a. General members are members who participate in organization events and general meetings
- b. Board members are members who fill leadership roles and responsibilities within the organization. They include the president, treasurer, secretary, public relations coordinator, and event coordinator.
  - i. LUCC organizations may add to their board membership within their bylaws. Additional board roles may assist with but not share or overtake responsibilities of the five required board roles.
  - ii. Prerequisites for applying, running, or being nominated for Board positions should only require active membership. All board members are responsible for adhering to the organization's bylaws, policies, and procedures.
- c. An active member is a general or board member who has attended at least 2/3 of an organization's events the previous term.

.02 Responsibilities of the president

- a. Manage and maintain the organization's recognized status
- b. Maintain an organization's bylaws document, active membership list at a minimum of the beginning and end of every term, and student leadership information on Voyager and Modern Campus Presence.

- c. Working with the Office of Student Engagement, Activities, and Leadership ("Office of SEAL") to ensure all organization events are registered.
- d. Complete Bystander Training, Bias and Title IX Training, and Leadership Training
- e. May fulfil additional duties as described by the bylaws

#### .03 Responsibilities of the Treasurer

- a. Serve as a Financially Responsible Individual (see Organization Finances)
- b. Submit an annual organizational budget via Modern Campus Presence by the deadlines set by LUCC
  - i. Student organizations may choose to not apply for LUCC funding and maintain recognized status.
- c. Manage all club purchases and ensure events are registered before any LUCC funds are spent on an event.
- d. Monitor the club account balance on Modern Campus Presence and on SharePoint
- e. Complete Treasurer Training, Bystander Training, Bias and Title IX Training, and Leadership training.
- f. May fulfil additional duties as described by the Organization's bylaws

#### .04 Responsibilities of the Secretary

- a. Take notes/minutes of general and executive meetings
- b. Manage and be a point of contact for email communications for the Organization
- c. Complete Bystander Training, Bias and Title IX Training, and Leadership Training.
- d. May fulfil additional duties as described by the Organization's bylaws

#### .05 Responsibilities of the General Members

- a. General members adhere to the organization's bylaws, policies, and procedures.
- b. General members may assist with, but not share or overtake, responsibilities of the board membership.
  - i. General members may participate in board-required training. For Organizations with group housing, trained general membership may be required.



## Section 2.00 Criteria of a LUCC organization

The term "Lawrence University Community Council recognized organization" refers to an organization has been approved by the Steering Committee by meeting the following criteria:

i. All decisions of the Executive Committees, including recognition and allocation approvals, do not take effect until the minutes are ratified by the General Council.

.01. A minimum membership of 5 active members. (See 1.01c)

.02 Has a board consisting of a president, treasurer, public relations coordinator, secretary, and event coordinator who meet the requirements in Section 1.00.

.03 Has a faculty or staff advisor who has completed an advising agreement with the organization and the Office of SEAL.

a. The advisor must be a faculty or staff member of the Lawrence University community.

.04 Holds a minimum of one on-campus event or activity per term.

a. All campus events planned by a student organization are inclusive and must be open to all members of the Lawrence community, as defined by the LUCC constitution.

i. Closed Executive sessions do not count towards 2.04.

.05 Maintains public organization bylaws submitted to the Office of SEAL and LUCC.

## Section 3.00 Lawrence University Community Council recognized organizations have access to:

.01 LUCC allocations, at the discretion of the LUCC Finance Committee.

.02 Reserve university facilities for Organization events and meetings.

.03 Use the service of SEAL

.04 Use the Lawrence name

.05 Maintain the student organization's public page on the Modern Campus platform

## Section 4.00 Process of Recognizing a Lawrence University Organization

## .01 Initial Application

a. Prospective organizations should fill out the Student Organization Recognition Form on Modern Campus Presence. A complete application includes the following, submitted via Modern Campus.

- i. A statement of intent or organization bylaws
- ii. A complete and signed advisor agreement form
- iii. A roster of at least five active member.
  - a. A complete board consisting of a president, treasurer, secretary, public relations coordinator, and event coordinator.

## .02 Applicant Organizations and the Trial Period

a. New organizations acknowledged by the Steering Committee will be considered applicant organizations and be placed on a trial period for up to six weeks. All required trainings for members must be completed by the end of the trial period in order for the organization to be approved.

- i. Applicant organizations may request to shorten trial period if they are not missing any recognition requirements.
  - a. During the trial period, the Applicant Organization is expected to comply with and fulfil recommendations for approval presented by LUCC and the Vice President of Student Life. These recommendations may include but are not limited to treasurer training, leadership training, and bylaws revisions.
  - b. Applicant organizations may not submit allocation to the Finance Committee or receive funds from LUCC.
  - c. Time outside of the academic term does not count towards the six-week limit.
  - d. Extensions of the trial period are available by approval of the Steering Committee. Requests for extensions should be sent to the LUCC inbox. Extensions may be granted on the basis of:
    - i. Lack of trainings offered by LUCC or the University
    - ii. Proximity to end of academic term
    - iii. Absence of student leader from campus or other extenuating personal circumstances
  - e. By the end of the trial period, the leadership of the applicant organization must appear at the next available meeting of the Steering

Committee and report on their progress. The Steering Committee may approve or deny the applicant organization based on their progress.

f. Applicant Organizations may only apply for recognition once per term.

## **Section 5.00 Student Organization Annual Re-Recognition**

.01 LUCC-recognized Student Organizations must apply for re-recognition on an annual basis. The application will be sent out by LUCC and the Office of SEAL by Week 10 of each Winter Term.

.02 Applications shall be submitted via the form on Modern Campus. A complete re-recognition application must include:

- a. Organization Name
- b. Organization Bylaws
- c. A complete board consisting of a president, treasurer, and secretary.
- d. Meeting Days and Times.
- e. A list of events planned the previous academic year
- f. Mission Statement
- g. A complete and signed Advisor Agreement, signed by the advisor
- h. Roster of at least 5 active members (See 1.01c)

.03 Re-recognition is contingent on leadership completing all required trainings and attending the Student Organization Leadership Summit (See 2.00)

.04 If an organization does not complete re-recognition by the end of Spring Term, it is considered defunct and no longer an LUCC-recognized organization. Organization inventory and funds within the LUCC account retained by the Office of SEAL and LUCC respectively.

- a. If a defunct organization seeks to receive recognition, they complete the new organization recognition process outlined in Section 2.00.
- b. An extension may be granted on grounds including or not limited to:
  - i. Lack of trainings offered by LUCC or the University
  - ii. Proximity to end of academic term
  - iii. Absence of student leader from campus or other extenuating personal circumstances.

.05 The Steering Committee may approve, deny, or table an organization's re-recognition application

- a. Approval requires a complete application that demonstrates the fulfillment of recognition requirements as outlined in Section 2.00.
- b. An organization may be tabled if the Steering Committee finds that re-recognition application components are missing, incomplete, or not adherent to LUCC or University policy. Organizations will be notified of the decision and given the opportunity to complete and/or revise their application.

## **Section 6.00 Denial of Recognition or Re-Recognition**

A Student Organization may be denied recognition for the following reasons:

.01 Inadequate Application: Organization did not meet LUCC requirements as detailed in Section 2.00.

- a. Lack of activity

.02 Incomplete Application: an organization has not been completed and/or revised after being notified that application components are missing, incomplete, or not adherent to LUCC or University policy.

.03 Organization Similarity: the committee believes the applicant organization serves a function not substantially different from one of the following:

- a. An office of the university administration
- b. An organization already recognized by LUCC
- c. An academic department

.04 Circumvention: the committee believes a group is applying for recognition to re-establish an organization which was previously sanctioned by LUCC.

.05 Discrimination: the committee believes the applicant organization either has or is likely to lead to discrimination on the basis of but not limited to: socio-economic class, race, gender, sexual orientation, nationality, personal conflict, political affiliation, age, education, ethnicity, religion, gender identity/expression, body type, and/or documentation status.

## **Section 7.00 Appealing a Student Organization Recognition Decision**

.01 An organization may petition to appeal decisions made by the LUCC Steering Committee. Appeals should be submitted within seven days of the notification of the Steering Committee's decision.

- .02 Appeals may be considered for the following reasons:
  - a. Personal or Identity Bias
  - b. Inequitable/Unfair Treatment
  - c. Additional Information important to the application was not considered by the committee
  - d. Procedural Error
- .03 The petition for appeal should be sent to the LUCC inbox, addressed to the LUCC President and include:
  - a. The organization in question
  - b. Specific instances of violation of LUCC Legislation, Lawrence University Policy, or bias.
  - c. Any other information or materials that may be useful to the committee.

## **Section 8.00 Use of university facilities**

Use of -

- .01 Closed meetings of Lawrence University organizations: LUCC-recognized organizations may use university facilities, subject to availability, for meetings which are limited to members and specifically invited guests.
- .02 Open meetings of Lawrence University organizations: A Lawrence University organization that is registered with LUCC may use university facilities, subject to availability, for meetings which are open to more than its community members and to invited guests subject to the regulations of the Office of the Dean of Students.
- .03 Non-recognized organizations: Any organization that is not recognized by LUCC must pay rent to use university facilities, except as otherwise provided for in 2.03.c.
  - a. Small gatherings of campus organizations do not need to pay for space reservations.
- .04 Organizational office space
  - a. Space in university buildings, including private offices, common offices, and meeting rooms, may be allocated by the LUCC Residence Life Committee for organizations recognized by LUCC;
  - b. Organizations may request space by applying to the LUCC Residence Life Committee in the Spring Term. Organizations requesting space must confirm allocations in the Fall Term;

- c. Space will be allocated on the basis of the organization's statement of purpose, size, possessions, and history;
- d. Organizations may retain space for more than one year only by reapplying to the LUCC Residence Life Committee.
- e. Organizational living space: Recognition of an organization by LUCC does not obligate the council to take any action regarding requests for living space to be used by the organization.

## Section 9.00 Pertinent Policies

.01 Manage the creation and posting of promotional materials (Flyers, posters, etc.) for campus events

- i. Adhere to guidelines detailed in the University poster policy, as described in the student handbook.

.02 Adhere to the LUCC Standing Committee Media policy:

\*Language taken in part from the Joint Statement on Rights and Freedoms of Students

- i. The student media are to remain free of any censorship or advance approval of copy.
- ii. The editors/directors of the student media are responsible for the development of their own policies and formats.
- iii. The editors/directors of the student media shall abide by the ethical tenants of responsible journalism, e.g. the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and harassment or slanderous innuendo.\*
- iv. The editors/directors of the student media shall manage their media in a responsible manner, e.g., publishing in a timely fashion, spending allocated funds efficiently, and making a reasonable effort to resolve staff and logistical problems.
- v. Student media shall state that the opinions expressed therein are not necessarily those held by the Lawrence community.
- vi. Violations can be referred to the Judicial Board for review.

.03 An LUCC recognized organizations may advocate publicly a position on a public issue but may not advocate on behalf of the University or LUCC. Public organization content must clearly identify itself and clarify that the organization does not represent or speak for the University or LUCC.

.04 If a violation occurs, a complaint may be filed with the LUCC General Council via the LUCC inbox. The council shall determine the appropriate sanction(s) by majority vote. Sanctions may include, but are not limited to, limitation of funding or loss of registered status.

## **Section 10.00 Sanctioning a Student Organizations**

.01 Student organizations may be sanctioned by majority vote of the Steering Committee for the following reasons:

- a. Violating the policies of their own constitution and bylaws
- b. Violating the policies of the LUCC constitution, bylaws, and legislation
- c. Violating University policy or the Student Handbook
- d. Improper conduct, including but not limited to:
  - i. fraudulent or abusive usage of LUCC-allocated funds

.02 Sanctions of a LUCC-recognized organization include the following:

- i. In cases of severe violations or improper conduct, the Steering Committee pursue escalated sanctions with a 2/3 vote of the Committee.
  - a. First Offense: An official written warning notifies the organization that it has acted inappropriately, lays out steps for remediation, and states that a further violation will result in a more severe penalty.
  - b. Second Offense: An account hold is placed precludes the organization from spending any available funds for the remainder of the academic term and the full following academic term.
  - c. Third Offense: The organization's status as an LUCC-recognized organization is abolished.

.03 Lawrence University reserves the right to take additional recourse against violating organizations outside of LUCC.



## II. Student Organization Finances

### II. ORGANIZATION FINANCES

Students should be aware that following LUCC legislation governs the finances of student organizations:

#### 1.00 Funds allocated to LUCC standing committees

Any group or LUCC committee allocated funds by LUCC (including but not limited to LUCC-recognized organizations) is subject to and must adhere to the financial procedures and rules established under organization finance legislation.

#### 2.00 Limitation of funds in excess of allocation

.01 No organization will receive funds exceeding the amount allocated by the LUCC Finance Committee with the exception of fundraising, as outlined in 8.09.

.02 Each LUCC-recognized organization will notify the LUCC treasurer of its financially responsible parties before using LUCC funds. The Office of SEAL shall compile a list of financially responsible parties for LUCC-recognized organizations and submit the list to the LUCC Finance Cabinet no later than the end of the sixth week of Fall Term.

a. Only the financially responsible parties, appointed by each organization, can operate their respective organizations' accounts.

b. If an organization enters into a contract for which the university is liable, the Assistant Director for the office of student activities must sign and approve it before it is sent to the university Finance Office.



### 3.00 Financially responsible individuals

.01 Each LUCC-recognized organization must have at least one designated financially responsible individual.

.02 Each organization is permitted no more than two financially responsible individuals. One of these individuals must be the organization's treasurer, and the other must be another member of the organization's executive board (e.g. president, vice president, event coordinator, secretary, etc). The second financially responsible individual is expected to remain the same through each term, and any changes should be submitted in writing to the Office of SEAL before the start of the next term.

.03 All financially responsible individuals must complete LUCC Treasurer Training and sign a formal agreement with the Office of SEAL before using organization funds.

.04 Only the financially responsible individuals, appointed by each organization, can operate their respective organizations' accounts.

.05 Financially responsible individuals are responsible for submitting all allocation requests for the organization. Students who are not listed as financially responsible parties are not permitted to submit budgets or make purchases on behalf of their respective organizations.

.06 Each LUCC-recognized organization will notify the Office of SEAL of its financially responsible parties before using any LUCC funds. The Office of SEAL shall compile a list of financially responsible parties for LUCC-recognized organizations and submit the list to the LUCC Treasurer no later than the end of the second week of Fall Term.

### 4.00 Types of allocations

.01 Each LUCC-recognized organization may submit a maximum of one budget request, one funding request, and one emergency allocation request per academic year. The organization must submit a detailed written explanation for the intended purpose of the requested funds. All

requests must be submitted via a standardized form provided through Modern Campus by the Office of SEAL.

.02 Budget allocations should include all an organization's anticipated expenses for the next academic year. All annual budgets are due on the last day of Fall Term. The Finance Committee shall review budget requests throughout the Winter and Spring Terms. Decisions will be released at the same time, within 48 hours at the end of Spring Term, unless extenuating circumstances apply as determined by the Finance Cabinet.

.03 A funding request may be requested if an organization requires additional funding greater than \$250 during the current academic year. The Finance Committee shall review additional funding requests during the Fall and Winter Terms on a rolling basis. Applications for funding requests will open one week before each term begins.

- a. Requests for ongoing allocations must be submitted at least 3 weeks before the funds are needed.
- b. The Finance Committee must review all requests for ongoing allocations as promptly as the committee sees fit and at least 7 days before the funds are needed.
- c. The LUCC Finance Committee will not accept ongoing allocation requests in Spring Term except under the following circumstances:
  1. The organization was unable to submit a budget during the Fall Term budget application process because it did not achieve LUCC recognition through the Steering Committee before the application deadline.
  2. The organization did not submit a budget during the Fall Term budget application process.

.04 Emergency allocations may be requested on a rolling basis throughout the year if an organization encounters an unexpected expense not exceeding \$250. Emergency allocations are approved by a unanimous vote of the LUCC Vice President, Treasurer, and Finance Secretary. The Vice President, Treasurer, and Finance Secretary shall review emergency allocations during Fall, Winter, and Spring Terms.

## 5.00 Timeline of Allocations

.01 During the Fall Term the Finance Committee shall review funding requests for Fall and Winter Term events on a rolling basis.

.02 During the Winter Term the Finance Committee shall review funding requests for Winter and Spring Term events, and annual budgets for the upcoming academic year

.03 During the Spring Term the LUCC Finance Committee shall continue reviewing annual budgets for the upcoming academic year, as well as any ongoing funding requests that meet the criteria outlined in 4.03.

.04 Emergency allocations shall continue to be reviewed on a rolling basis throughout the year by a unanimous vote of the LUCC Vice President, Treasurer, and Finance Secretary.

## 6.00 Budget Process Eligibility

.01 In order to be eligible for participation in the annual budget process, all LUCC-recognized organizations must:

- a. Submit a budget allocation request to the LUCC Finance Committee via a standardized budget request form for the next academic year.
- b. Submit an itemized report of all spending from the past academic year to the office of SEAL.

1. If an itemized report from the past academic year is not possible, the organization must submit an itemized report of all spending from the past term, then meet with the Club Support and Training Coordinator to create an itemized report system for the next academic year.

2. The organization must not have any outstanding debt.

- c. Submit an inventory report to the Office of SEAL of any items that have been acquired using LUCC funds, items purchased using fundraising dollars, or items donated to the organization within the first three weeks of Fall Term, or as determined by the Office of SEAL.
- d. All organizations requesting over \$10,000 must meet with the Club Support and Training Coordinator and may be

asked to present their budget allocation to the Finance Committee.

e. All organizations requesting over \$20,000 must meet with the LUCC Treasurer and the Club Support and Training Coordinator and may be asked to present their budget allocation request to the Finance Committee.

f. All budget approvals are contingent upon the re-recognition of the organization by the Steering committee

.02 Organizations must submit their budgets by the end of Fall Term of the current academic year. LUCC will not honor budget requests submitted after this deadline without an approved extension from the Finance Secretary.

a. The Finance committee is not required to meet with each organization individually, therefore all information must be included in the required documentation listed above.

1. Budget requests must be submitted by each organization's treasurer or financially responsible individual(s)

2. Extensions to the Fall Term deadline will only be granted on a case-by-case basis and will not extend past the second week of Winter Term.

i. Extension requests are to be submitted in writing to the LUCC Finance Secretary and Vice President before the end of the Fall Term.

.03 Organizations and committees with set-asides and semi-guaranteed allocations must meet the following criteria, specific to the set-aside request:

a. The organization must submit an itemized report of all spending from the set aside from the past academic year to the Office of SEAL.

b. The organization and/or committee must not have any outstanding debt

## 7.00 Allocation Hearings

.01 All LUCC-recognized organizations and/or committees may request one allocation hearing per academic year with the LUCC Finance Committee to provide additional context for their request. If requested, this allocation hearing must take place during a regular Finance Committee meeting before the committee fully approves, partially approves, or denies the organization's request.

.02 To schedule an allocation hearing organization leaders must contact the Finance Secretary.

.03 The Vice President or other designated presiding officer in the absence of the Vice President reserves the right to end allocation hearings that exceed 15 minutes.

## 8.00 Allocation guidelines

.01 All expenditures of LUCC appropriated funds must be extracurricular. LUCC does not fund the normal curricular activities of academic departments, including anything for which students receive academic credit or honors.

.02 LUCC Finance Committee will not grant funds for anything that the university should be subject to fund. This includes renovations, building maintenance, etc.

.03 Exclusivity will be considered when the LUCC Finance Committee is allocating funds.

a. On Campus events will receive priority when the Finance Committee considers new requests.

b. Admission to LUCC-funded events must be open to all current Lawrence students free of charge. Organizations may participate in fundraising at LUCC-funded events according to the rules defined in the LUCC Handbook

.04 Travel

- a. Travel is defined as any activities that take place off-campus.
- b. Transportation and lodging can be funded for the following types of travel:
  - i. Conferences and competitions
  - ii. Other off campus events central to the organization's mission
- c. All LUCC-funded off-campus events must be open and accessible to all students and promote equity and inclusion.
- d. Funding for off-campus travel may not exceed \$600 per person per trip.
- e. No more than 20% of the Student Activity Fund may be allocated for travel.

#### .05 Transportation

- a. LUCC funds may be allocated for transportation for the following:
  - 1. Visiting speakers and performers
  - 2. Transportation central to the purpose or mission of the organization, such as conferences or competitions.

- b. LUCC funds shall not be allocated for transportation for any purpose other than those specified in 5.06a

The transfer of goods purchased with LUCC funds is at the discretion of the LUCC Finance Committee.

#### .06 Lodging

- a. LUCC funds may be allocated for lodging for the following:

1. Visiting speakers and performers
2. Lodging at conferences, competitions

b. LUCC funds may be allocated for lodging for purposes other than those specified in 4.05.a on a case-by-case basis.

.07 LUCC funds shall not be allocated for donations to charitable organizations.

.08 The transfer of goods purchased with LUCC funds is at the discretion of the LUCC Finance Committee

.09 Fundraising: Any LUCC-funded student activity or event for which Lawrence students must pay to participate is defined as a fundraiser. Fundraisers may be considered either philanthropic or non-philanthropic, with the following stipulations:

a. Philanthropic fundraisers, will donate funds to a charitable cause.

1. Funding requests for philanthropic fundraisers must be submitted to the Committee on Student Services Advancement (CSSA).

2. Funding requests for philanthropic fundraisers will be approved by CSSA according to the Humanitarian Fundraisers legislation.

3. All funding for philanthropic fundraisers must come from the Humanitarian Fundraisers Grant. Philanthropic fundraisers may not receive funding from the LUCC Finance Committee.

b. Fundraisers not defined above, are considered non-philanthropic.

1. Requests for non-philanthropic fundraisers must be submitted to the LUCC Finance Committee as part of an organization's annual budget or funding request.

2. For such fundraisers, the Finance Committee may provide up to \$50 per event.
3. The organization may keep any revenue earned.
4. While LUCC cannot allocate funds to fund personal property, organizations may purchase personal property with money raised through non-philanthropic fundraisers.
5. Student organizations, groups, and individual students are required to contact the Office of Development before holding fundraisers off campus to ensure no conflicts with University fundraising through the Office of Development.
  - i. Any philanthropic fundraising targeting off-campus constituents (including but not limited to local businesses, alumni, and individuals with no affiliation to Lawrence University) must seek prior permission and approval from CSSA, who will then consult with the Office of Development (via the Director of Annual Giving, or other members of the Office of Development as appropriate).
    1. Additionally, materials to be distributed off campus must be shared with CSSA prior to their distribution, who will then consult with and receive approval from the Office of Communications (via the Director of Brand Creative, or other members of the Office of Communications as appropriate).
  - ii. Any non-philanthropic fundraising targeting off-campus constituents (including but not limited to local businesses, alumni, and individuals with no affiliation to Lawrence University) must seek prior permission and approval from the Office of SEAL, who will then consult with the Office of Development (via the Director of Annual Giving, or other members of the Office of Development as appropriate).



1. Additionally, materials to be distributed off campus must be shared with the Office of SEAL prior to their distribution, who will then consult with and receive approval from the Office of Communications (via the Director of Brand Creative, or other member of the Office of Communications as appropriate).

.10 LUCC funds shall not be allocated for the purchase of alcoholic beverages.

.11 The LUCC Finance Committee may request detailed justification for expenditures described in 5.04, 5.05 and 5.06 above.

.12 The committee reserves the right to not allocate funds to an organization, even if the requested funds are for purposes permitted by sections 4.03 – 4.06, for any reason the committee sees fit.

## 9.00 Authorized Uses of LUCC Funds

LUCC funds may be used only for the purpose for which they are allocated. Organizations may request to have the committee reallocate their funds. Organizations will be held financially responsible for any LUCC funds spent for any purpose not approved by the committee and reported to the LUCC General Council.

.01 To use LUCC funds, an organization's financially responsible individual must obtain a standardized purchasing form from the Office of SEAL and submit an itemized list of intended purchases. Upon completion of this form, the financially responsible individual will be granted access to the organization's purchasing card for 48 hours. Purchasing cards must be returned no more than 3 business days after the conclusion of an event. Events spanning multiple days will be considered one event. Once purchases are completed, the financially responsible individual must return the purchasing card to the Office of SEAL along with proof of all purchases (e.g., receipts).

.02 All spending will be recorded in an ongoing public record maintained by the Office of SEAL. New purchases will be added to

this record throughout the academic year to ensure organizations' fiscal integrity.

.03 All Missing Receipts shall be submitted to the Office of SEAL by the designated date. Should an organization fail to do so, it will be subject to the finance violation guidelines. The record of missing receipts can be referenced by the Finance Committee in the Budget Season, and/or by the Steering Committee during recognition processes. financially responsible individuals who are found in violation of LUCC Policy may no longer serve as financially responsible individuals for student organizations, at the discretion of the Finance Committee.

.04 If a student organization uses LUCC funds to purchase items not included in their purchasing card request, the Office of SEAL will send a report to the LUCC Finance Committee. The LUCC Finance Committee will vote to implement one of the following forms of disciplinary action based on the severity of the infraction:

- a. Written warning.
- b. 30-day freeze on the organization's student account, in which a student organization is not allowed to spend any LUCC funds.
- c. 60-day freeze on the organization's student account, in which a student organization is not allowed to spend any LUCC funds
- d. 90-day freeze on the organization's student account, in which a student organization is not allowed to spend any LUCC funds.

.05 If a student organization uses LUCC funds to purchase items not included in their purchasing card request, the LUCC Finance Committee reserves the right to allocate money from that organization's fundraising account to pay for these items.

## 10.00 Custody of funds

.01 All funds of LUCC organizations must be deposited and disbursed through the Finance Office of the university, similar to all other university funds.

.02 If the total Student Activities Fund Managed by LUCC has a positive balance as of June 30 after any necessary transfers are made, the surplus funds will remain available for possible reallocation by the LUCC Finance Committee during the next fiscal year.

.03 The LUCC Finance Committee reserves the right to consider an organization's use of funds in the previous fiscal year when reviewing that organization's budget, funding, and emergency allocation requests.

## 11.00 Food and beverages

.01 LUCC funds may be allocated for food and/or beverages for the following:

- a. Visiting contractors and receptions
- b. Events central to the purpose or mission of the organization

.02 LUCC funds may not be allocated for food and/or beverages for the following:

- a. Regular meetings of the organization
- b. Meals or snacks while attending or traveling to or from a conference, competition, festival, or the like

.03 Funding for food purchases from off-campus vendors (not American Dining Creations/ADC) may not exceed the following amounts per organization per event:

- a. Breakfast (served before 11:00 AM in the location of the event): \$10 per person
- b. Lunch (served between 11:00 AM and 5:00 PM in the location of the event): \$15 per person

c. Dinner (served between 5:00 PM and 9:00 PM in the location of the event): \$20 per person

d. Refreshments: \$10 per person

.04 Total requests for food may not exceed \$750 per event.

.05 If an organization wishes to receive additional funding for food, they must collaborate with another organization via the registration form provided by the Office of SEAL in Modern Campus.

.06 No more than 10% of the Student Activity Fund may be allocated for food.

## 12.00 Purchase of Equipment

.01 LUCC funds may be allocated for the purchase of equipment essential to the organization's mission.

a. All equipment must be stored in storage spaces approved by the Office of SEAL and checked out by an authorized member of the student organization with approval from SEAL.

## 13.00 Inventory

.01 LUCC-registered student organizations must maintain an inventory of all items purchased or acquired through LUCC funds, fundraising, or outside donations. This inventory must be accessible to LUCC and the Office of SEAL. LUCC Committees shall include their updated inventories in the termly committee reports. Any items purchased or acquired through LUCC funds, fundraising, or outside donations are considered university property and must be inventoried for insurance and record-keeping purposes. Donations made to the university for the use of an organization are tax-exempt.

.02 Financially responsible individuals of each organization must certify that inventoried items are present. If an organization has

more than one financially responsible individual, only one individual may certify inventory.

.03 If an organization is not in active status, all inventoried items must be returned to LUCC, via the Office Of SEAL.

.04 Organizations must submit inventories before they are eligible to submit a budget in Fall Term.

.05 Organization funding will be frozen if inventory reports are not received as required.

.06 Organizations with no items requiring reporting must submit reports indicating "None."

.07 The following procedures govern inventory of defunct organizations:

a. Once an LUCC-recognized organization is considered defunct, its inventory immediately becomes available for use by other LUCC-recognized organizations for a length of time within the academic year agreed upon by the LUCC treasurer and the financially responsible parties of the organization(s) which wishing to use the inventory.

b. If by the end of the academic year a new organization is created or the formerly defunct organization is re-recognized and seeks to claim the unallocated inventory, LUCC Finance Cabinet may grant the inventory to the organization.

c. If by the end of the academic year no newly recognized or re-recognized organization claims the inventory, any other LUCC-recognized organization may request to add to its own inventory; such requests are granted at the discretion of LUCC.

d. If the inventory is claimed by multiple LUCC-recognized organizations, representatives of the organizations shall meet with the LUCC treasurer and the Office Of SEAL to resolve any disputed claims.

## 14.00 Organizational debt

.01 An LUCC-recognized organization will be declared in debt if its financial account has a negative balance.

a. If an organization's account has a negative balance and the organization has funds in their fundraising line, funds will be taken from the fundraising account to cover as much of the organization's debt as possible.

b. Once there is no longer a negative balance in the organization's account the organization will no longer be in debt.

.02 During the academic year, LUCC-recognized organizations will have two weeks after being declared in debt to pay off the debt.

a. If an organization is declared to be in debt at the end of the fiscal year, the organization will have until October 1st to pay off its debt.

b. If at the end of either of these periods the organization has not paid off its debt, a hold will be placed on its account.

.03 An LUCC-recognized organization may not refund students who paid off the debt using funds allocated or reallocated by LUCC. If the debt occurs during the academic year and the organization has funds remaining in other categories of its account, it may request that LUCC reallocate those funds to cover the debt.

.04 If the LUCC Finance Committee determines that an LUCC-recognized organization has a large debt, the committee may create a payment plan for the debt and allocate LUCC funds. If the organization does not adhere to the payment plan, a hold will be placed on its account.

.05 The LUCC Finance Committee may waive the debt of an LUCC-recognized organization if any of the following conditions

are met:

- a. The debt is less than \$10.
- b. There are extenuating circumstances regarding the debt, as determined by the committee.
- c. The committee cannot meet in a timely fashion. In this case the treasurer has the power to waive the debt under the restrictions above. This decision must be reported to the committee at the earliest possible convenience.

.06 If an LUCC-recognized organization is declared defunct after being declared in debt, a one-calendar-year moratorium will be placed on the debt.

- a. If the organization is re-recognized during this period, it will be responsible for the debt.
- b. If an organization with a similar purpose and membership, as determined by the LUCC Steering Committee, is recognized, that newly recognized organization will be responsible for the debt.
- c. If no entity can be found to take responsibility for the debt by the end of the moratorium, the debt will be written off.

#### 15.00 Selling property purchased with LUCC funds

.01 An LUCC-recognized organization wishing to sell an item from its inventory must submit a written request to the LUCC Finance Committee and defend this request in person at a meeting of the committee.

- a. The item may not be sold if the committee determines that another LUCC-recognized organization has a use for it and a desire to count it among their inventory.
- b. The organization must consult with the Office Of SEAL to make a plan for selling the item.

c. The request must include confirmation that there is no other group on campus that wants the item, an estimate of the price at which the item would be sold, and any additional information that the organization feels is necessary to include.

d. Upon approval from the committee, the organization may proceed with selling the item. All sales must be done through the university, and utilize the plan presented to the committee.

e. The organization may not sell the item if the committee denies its request to do so.

.02 Half of the funds gained through the sale of the item will return to the LUCC General Fund, and the other half will be added to the fundraising account of the organization.

## 16.00 Copyrights

.01 If a student organization wants to use copyrighted material at their events (e.g., a film), they must submit a request to the Office of SEAL.

.02 LUCC is not responsible for funding student organizations' use of media without a formally written copyright request.

## 17.00 Graduation regalia

.01 Organizations may request graduation stoles or cords for graduating seniors who are active members of that organization.

.02 All graduation stoles and cords must be ordered from retailers designated by the Dean of Students.

## 18.00 Purchases from online retailers

.01 If a student organization wishes to purchase items online, the financially responsible individual must schedule an appointment with a staff member from the Office of SEAL. All online purchases



must be completed at the Office of SEAL with supervision from a non-student staff member from SEAL.

.02 All organization purchases from Amazon.com must be charged to the Office of SEAL's Amazon Prime account. Any purchases made using Amazon.com accounts other than the Office of SEAL's account will be billed to the student who made the purchase.

a. Items ordered online will be delivered to the Office of SEAL and held until an authorized member of the organization can retrieve them.

b. Student organizations are encouraged to purchase items from local retailers whenever possible. The Dean of Students and the Community Relations Coordinator will provide a list of local retailers for organization purchases.

#### 19.00 Account holds

If, by the final meeting of the LUCC General Council for Winter Term, any LUCC-recognized organization has not had its account's hold lifted, the council may, by majority vote, revert the balance back to the LUCC General Fund.

#### 20.00 Contractors

.01 Student organizations may hire both students and off-campus individuals for services (including but not limited to speakers, musicians, artists, photographers, and instructors) via the following process:

a. All contracts must be jointly negotiated between the contractor, the Office of SEAL, and the student organization requesting the service at least 14 days before the services are rendered.

b. All transportation and lodging costs for off-campus contractors must be included in the contract to be eligible for LUCC funding.

c. All contracts must be signed and approved by the Director of SEAL or Associate Director of Student Activities and Support for Student Organizations before they may be sent to the university's Finance Office.

.02 All payments for student contractors must follow the payment tier structure in the Student Handbook.

.03 No more than 20% of the Student Activity Fund may be allocated for contracts.

.04 Student organizations seeking to hire other students for paid contracted services funded by LUCC must comply with the following selection procedures to ensure equity:

a. Applications for paid contracted services must be open to all Lawrence students and advertised to the entire campus.

b. The student organization must assemble an unofficial selection committee from its membership to review the applications.

i. The committee must consist of at least 3 members representing a diverse range of organizational interests.

ii. The committee must create a selection rubric to assess the fitness and qualification of applicants.

iii. The committee must review all applications it receives with equal scrutiny.

c. All student contractors must be offered an opportunity to interview or audition for the student organization's selection committee.

d. Student organizations must confirm all hiring decisions with their advisor before informing the applicant(s) of their decision.

i. If the organization's advisor observes irregularities in the selection process, they must submit a report to the LUCC Finance Committee.

e. Any organization requesting funding to pay contracted student performers must submit their selection rubric for review to the LUCC Finance Committee to explain the criteria of their selection process before hiring decisions are announced.

i. The LUCC Finance Committee reserves the right to request a revised rubric if they determine that the original rubric lacks sufficient criteria to appropriately and equitably evaluate applicants.

ii. The LUCC Finance Committee reserves the right to reject a rubric if proposed revisions are not submitted in an interval determined by the LUCC Finance Committee.

21.00 LUCC funds shall not be allocated for the purchase of the following items:

- a. Alcoholic beverages
- b. Cash awards and prizes
- c. Certificates and plaques
- d. Club merchandise intended to be sold for profit
- e. Delivery memberships, including but not limited to the following: GrubHub, UberEats, DoorDash, InstaCart.
- f. Donations
- g. Fines for parking or traffic infractions, or for any other illegal actions
- h. Gift cards exceeding \$50 per person
- i. Personal clothing exclusively given to board members
- j. Personal gifts for students, faculty, or staff (including graduation gifts)
- k. Any personal property or expenses that do not directly benefit the goals of the organization, as determined by the LUCC Finance Committee.
- l. Subscriptions not necessary to the inherent function of the organization.

22.00 The LUCC Finance Committee may request detailed justification for expenditures at any time during the budget review process as they see fit.

23.00 The LUCC Finance Committee reserves the right to not allocate funds to an organization, even if the requested funds are for purposes permitted by LUCC legislation, for any reason the committee sees fit.

## 24.00 Appeals

.01 An organization may appeal a decision by the LUCC Finance Committee by submitting a petition in writing to the LUCC Vice President and LUCC Finance Secretary within seven days of the notification of the Finance Committee's decision.

.02 Appeals may be considered for the following reasons:

- a. Personal or Identity Bias
- b. Inequitable or Unfair Treatment
- c. Additional information important to the application was not considered by the committee.
- d. Procedural Error

.03 The petition to the LUCC Vice President must include:

- a. The organization in question.
- b. Specific instances of violation of LUCC Legislation, Lawrence University Policy, or bias.
- c. Any other information or materials that may be useful to the committee.

.04 LUCC Finance Committee reserves the right to reject appeals based on a majority vote of the Finance Committee.

## 25.00 Pending legislation

All organizations of the Lawrence community must be informed of pertinent pending legislation.

## 26.00 Organization Fundraising

Campus organizations, groups, and individual students are strongly discouraged from conducting fundraising activities beyond the campus community because of potential conflicts with the college's development programs. Lawrence's development office conducts a broad and comprehensive fundraising program designed to provide the college with necessary resources to conduct its mission. Inevitably, there is potential for overlap between constituents whom the development office solicits and those whom campus organizations or individuals might contemplate approaching. Lawrence strives to maximize general university fundraising efforts through carefully coordinating institutional contact with current and prospective donors. For these reasons, any campus organizations or individual students considering fundraising activities targeting off campus constituents (local business, alumni, friends, etc.) must seek prior permission and approval from the development office (via the director of annual giving or the director of corporate and foundation relations.)



## III. LUCC Rules of Order and Parliamentary Authority

### I. LUCC RULES OF ORDER (See also LUCC Constitution)

#### .01 Recess

The president may call a recess of no more than five minutes so long as no member has the floor. The president may not exercise this privilege more than twice per meeting.

### II. LUCC STANDING RULES

#### .01 General Council Meetings

##### a. Meeting notice

1. At least 24 hours prior to each meeting of the General Council, the general secretary shall publish notice of the meeting, along with the agenda and materials to be introduced and/or considered at the meeting, on the LUCC website and by email to all members of the council.
2. Other members of the Lawrence community may request notice of General Council meetings from the general secretary.
3. The council may pass legislation only if it was included in the meeting notice.

##### b. Orders of business

The agenda for each meeting determines the order of business at all General Council meetings. The council may amend the agenda by majority vote at any time during the meeting.

c. Community concerns

1. The agenda for each meeting shall include time for members of the Lawrence community to address the council regarding concerns they have pertaining to the community.

2. Community members may address the council for no more than three minutes each.

.02 The Legislative Process

a. Definition of legislation

For the purposes of the LUCC Standing Rules, "legislation" refers to any legislative proposal considered by LUCC.

b. Introduction

Any member of the Lawrence community may introduce legislation as new business at a regular meeting of the General Council.

1. An individual wishing to propose legislation at a General Council meeting must submit the legislation to the general secretary and the parliamentarian.

2. Legislation must be included with the meeting notice in order to be introduced at a council meeting.

3. The parliamentarian shall publish and maintain a guide for legislative drafting and ensure that all legislation complies with its standards prior to introduction at a General Council meeting.

c. Amendment phase

Once legislation has been introduced, the General Council may amend it and/or refer it to a committee to consider amending it.

1. Any member of the General Council may propose amendments to proposed legislation.
2. Any member of the General Council may object to an amendment, in which case, the council may vote to adopt the amendment like any other.
3. Upon consensus of the General Council, the president sends the legislation to the Steering Committee for final approval.

d. Final passage

1. Legislation may be approved by a majority vote of the Steering Committee.
2. The parliamentarian may correct misspelled words and other minor clerical errors in approved legislation at any time before it is submitted to a referendum, the president of the university, or the Office of the Dean of Students.
3. The parliamentarian shall implement approved legislation that proposes an amendment to the constitution by submitting the proposed amendment to the students and faculty of the university for their ratification in a referendum, either by paper ballot or electronic means.
4. The president of LUCC shall forward all approved legislation that creates, amends, or repeals LUCC Legislation, as defined in article seven, section 6, of the constitution, to the president of the university for their signature or veto.
5. The Office of the Dean of Students shall receive all ratified constitutional amendments; signed LUCC Legislation; and LUCC-approved amendments to the LUCC By-Laws, Rules of Order, or Standing Rules for incorporation into the Student Handbook.

.03 Suspension and Amendment of the Standing Rules

a. Without notice



The General Council may, by a two-thirds vote, suspend or amend the standing rules without notice.

b. With notice

The General Council may, by majority vote, suspend or amend the standing rules if the motion or amendment was included in the notice of the meeting.

## LEGISLATION

LUCC legislation constitutes the expressed expectations of the community with regard to the extra-curriculum and co-curriculum in the form of policy and procedure and can be found throughout sections of the on-line *Student Handbook*, identified by a Roman numeral and decimal numbering system.

## PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the General Council in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the council may adopt.



## IV. Elections

### IV. Elections

Elections are held in the following manner:

#### 1.00 Elected offices

.01 The president and vice president are elected by a vote of the entire student body.

.02 Class representatives are elected by a vote of students within their own housing class. Each housing class elects four representatives:

- a. Four representatives from the first-year housing class
- b. Four representatives from the sophomore housing class
- c. Four representatives from the junior housing class
- d. Four representatives from the senior housing class

#### 2.00 Candidate eligibility

.01 All candidates for elected positions in LUCC must be in good academic and conduct standing as determined by Lawrence University. The parliamentarian sends a list of all candidates to the Office of Student Life to confirm the candidates' standing before an election may be held.

.02 If an applicant is not in good academic and conduct standing, they are not eligible to run for LUCC offices until they are once again in good standing.

#### 3.00 Executive elections

.01 Applications for executive elections to elect the president and vice president must be released by the seventh week of Fall Term.

.02 Applications shall be submitted to LUCC in accordance with guidelines provided by the parliamentarian. A completed application for president or vice president consists of:

- a. A statement of intent (250 words or less)
- b. petition of 150 signatures

.03 The elections for president and vice president must be concluded by the end of the third week of Winter Term.

.04 LUCC must host a public forum for executive officer candidates before the election ends. At this forum, candidates should expect to answer questions about their campaigns.

#### 4.00 Class representative elections

.01 Applications for all class representative elections must be released at least two weeks prior to the scheduled date for balloting.

.02 Elections for sophomore, junior and senior representatives must be concluded by the end of the eighth week of Spring Term for the following school year.

.03 Elections for first-year representatives must be concluded by the end of the second week of Fall Term for the current school year.

.04 Class representatives may only be elected by members of their own housing class. If a student casts a ballot for a candidate who does not belong to their own housing class, that ballot will be discarded.

#### 5.00 Voting procedures

.01 The Parliamentarian shall implement the following voting procedures for all LUCC elections. Any changes to the voting procedure must be approved by a majority vote of the General Council.

.02 Each position (e.g. president, vice president, class representative) will be considered a separate election. Candidates for president and vice president may not run together as an official slate.

.03 Election winners are decided by a plurality of votes cast, except when Instant Runoff Voting (IRV) is in place, in which case a majority shall determine the winner.

.04 All LUCC elections shall use electronic ballots in accordance with the following provisions:

- a. Each election must have its own separate official ballot; therefore, each electronic voting page may contain no more than one official ballot.
- b. A valid ballot is an official ballot cast in accordance with the election regulations during an official election period on which an eligible voter has clearly indicated their preference(s). An electronic ballot is considered cast and valid when the electronic voting system receives and records the voter's choice.
- c. Blank ballots are not considered valid ballots and will not be taken into consideration for the final vote count.
- d. Write-ins are prohibited in all LUCC elections; a ballot that is marked with a write-in is considered spoiled and will be discarded.
- e. If a ballot utilizes the Instant Runoff Vote (IRV), and the voter only clearly marks one preference, the vote is considered valid and will be counted unless there is a runoff election. In order for any IRV ballot to count in a runoff election, the voter must have clearly indicated their subsequent candidate preference(s) per the directions on the ballot. In the event of a runoff, an IRV ballot that does not have a clearly marked subsequent preference is considered blank and will be discarded, as instructions printed on the ballot shall make clear to the voter.
- f. All valid ballots will be counted, even if they appear on the same ballot paper as a spoiled or blank ballot.

.05 Instant-runoff voting (IRV)

- a. LUCC uses an IRV procedure when more than three or more candidates seek the same office at the same election. The Parliamentarian will design a ballot that allows the voter to rank their candidate preferences numerically.
- b. If, after the exhaustion of the IRV procedure, there are still two candidates remaining who received the same number of votes, then a new, separate runoff election between those candidates that tied shall be scheduled within three days of the close of the original election period.

.06 Absentee balloting

- a. Absentee balloting must be provided to all students.
- b. Absentee ballots will be provided if it is not possible for eligible voters to access the electronic voting system, if it is being used in the given election, from their off-campus location. All students in off-campus programs working toward Lawrence academic credit will be given absentee ballots for the presidential and vice-presidential elections when necessary.

.07 The Parliamentarian, Public Relations Secretary and the General Council are responsible for publicizing all elections. Publicity should include posters and other means the Council deems appropriate.

## 6.00 Campaigning rules

.01 Candidates may not begin campaigning until they are confirmed to be in good standing and have received written permission from the parliamentarian.

.02 Officer candidates may not spend or have spent on their behalf more than \$30. Representative candidates may not spend or have spent on their behalf more than \$15. Any officer or representative candidate must provide a full accounting of their campaign expenses to the General Council upon request. The Council may request such documentation at its discretion and must do so upon the demand of any candidate in the relevant election. Any request for campaign finance reports must be made within 30 days of the relevant election.

.03 No electioneering or campaign signs are allowed in Andrew Commons or in university computer labs. This stipulation does not apply with respect to public university computers that are not located in labs or privately owned computers.

## 7.00 Rescheduling of elections

.01 The Parliamentarian shall invalidate and reschedule an election under the following conditions:

- a. If two (or more) candidates for an office or representative position receive the same number of votes – regardless if that election utilized the IRV process – then a new, separate runoff election shall be held between the candidates who tied within three days of the close of the original election period.
- b. If any candidate formally (i.e., in writing) contests an election within

three days due to believed violation of campaigning and/or voting procedures, a new election shall be held if approved by a majority of the General Council.

.02 Uncontested elections are still subject to standard election procedures. If only one candidate applies for an office, the parliamentarian shall still conduct an election.

.03 The Parliamentarian shall, when necessary, conduct special elections, according to standard election procedures, to fill any vacancies on the council as they arise.



## V. Duties of Representatives and Honoraria

### I. Duties of Representatives

.01 All class representatives shall represent their respective constituencies at meetings of the Lawrence University Community Council. Representatives are encouraged to use LUCC meetings to voice concerns that impact specific constituencies or the campus community at large.

.02 All class representatives will serve on one standing committee in addition to Steering or Finance Committees.

a. The president and vice president shall assign class representatives to committees in an evenly-distributed manner.

b. Class representatives serve as voting members of each of the committees to which they are assigned, but may not serve as permanent board members on the primary standing committee they are assigned to. They may serve as interim board members in the case of board vacancies for a period of no longer than one academic term.

c. Class representatives may serve on additional committees in any role except co-chair, pending approval procedures of that standing committee.

d. Representatives will receive meeting materials and agendas at least 48 hours before the meeting and are expected to have reviewed the materials in advance.

.03 Student representatives shall serve in an advisory capacity to members of the university administration upon request.

.04 Student representatives from the following class years are required to hold at least one meeting per term with the following staff:

- a. First Year Representatives meet with the First Year Dean
- b. Sophomore Representatives meet with the Second Year Dean
- c. Junior and Senior Representatives meet with the Dean of Students

.05 All representatives are expected to be publicly available in person once per term to receive feedback and concerns from their constituencies.

.06 All representatives must publicly advertise themselves and forms of feedback to their constituencies.

- a. This may be done through the use of a class year email list. Representatives will be granted access to an email list of their class year, if it is used outside of official LUCC business, access will be revoked for that student.

## II. Conflicts of Interest

.01 Upon joining LUCC, all members must provide the LUCC President and Vice President with a comprehensive list of all the student organizations of which they are an active member via email to the official LUCC email address. This list must be submitted before the first General Council of the member's first term as an LUCC member and updated at the beginning of each term in which this member serves in LUCC.

- a. If a LUCC member assumes a new position or steps down from an old position, it is their responsibility to inform the LUCC President and Vice President within 7 days of this change.

.02 No student may be barred from membership in LUCC due to their membership in another student organization as long as they abstain from discussion and voting on all matters concerning organizations of which they are active members. This includes recognition and re-recognition requests, budget and funding requests, and legislation that specifically names the organization in question.

- a. The LUCC President is responsible for enforcing this rule in meetings of General Council and the Steering Committee.

- 1. In General Council, members must abstain from voting, but do not need to leave the council meeting.



2.The LUCC Vice President is responsible for enforcing this rule in meetings of the Finance Committee.

.03 In meetings of General Council, Steering Committee, and Finance Committee, no class representative shall be asked to speak on behalf of an organization of which they are an active member.

.04 No member of LUCC may give any organization any sort of preferential treatment or bias regardless of membership status.

.05 When an LUCC committee must vote on a matter directly concerning an organization in which one or more individuals present is an active member, these individuals must temporarily excuse themselves from the meeting until the vote is completed. The absent representatives' votes will automatically be counted as an abstaining vote.

a. If an individual refuses to excuse themselves, the LUCC member presiding over the meeting may instruct that individual to leave.

b. If the LUCC President must excuse themselves from Steering Committee, the Parliamentarian shall preside over the meeting until the vote is completed.

1.If the LUCC President and Parliamentarian must both excuse themselves from Steering Committee, the General Secretary shall preside over the meeting until the vote is completed, if they are also affiliated, they may stay to record a vote, but may not participate in discussion.

2.If the LUCC President and/or Parliamentarian must excuse themselves from Steering Committee due to conflicts of interest, the requirements for quorum are temporarily amended to the following: one member of the LUCC cabinet currently serving on the Steering Committee and 50% of the voting members.

c. If the LUCC Vice President must excuse themselves from Finance Committee, the Treasurer shall preside over the meeting until the vote is completed.

1.If the LUCC Vice President and Treasurer must both excuse themselves from Finance Committee, the Finance Secretary shall preside over the meeting until the vote is completed, if they are also affiliated, they may stay to record a vote, but may not participate in discussion.

2. If the LUCC Vice President and/or Treasurer must excuse themselves from Finance Committee due to conflicts of interest, the requirements for quorum are temporarily amended to the following: one member of the LUCC cabinet currently serving on the Finance Committee and 50% of the voting members.



## VI. LUCC Steering and Finance Committees

### I. Steering Committee (outlined in the constitution)

#### .01 Duties (in addition to those outlined in the constitution)

- a. To evaluate and approve all applications for LUCC organization recognition.
- b. To evaluate all appeals regarding voting membership to university and LUCC steering committees.
- c. To determine the contents of end-of-term reports from LUCC standing committees to General Council.

#### .02 Procedures (in addition to those outlined in the constitution)

- a. The committee may enter executive session to consider Lawrence University organization recognition applications, committee appointments or voting member appeals.
- b. The committee shall consider applications for LUCC organization recognition.

1. All applications must be submitted in writing via a standardized form.
2. When an organization is requesting recognition for the first time, a member of the applicant organization must attend a meeting of the committee to present the organization's application.
3. LUCC legislation shall guide the committee in determining the

merits of an organization's recognition application.

4. If the committee requests the applicant organization to speculate upon future requests for LUCC funding, it shall not base a decision to deny recognition upon that information.

c. Conflicts of interest

1. No voting member may participate in matters before the committee relating to organizations in which they are or have been members or have a possible conflict of interest.

2. If the committee cannot produce a quorum to hear a matter on account of conflicts of interest, the committee shall refer the matter to the General Council.

i. A quorum is a majority of all voting members of the Steering Committee

d. The Steering Committee has the right to review and overturn decisions made regarding student voting membership on university and LUCC standing committees via a simple majority vote.

e. LUCC empowers the committee to act on matters relating to organization recognition and approval of new members. Only a two-thirds vote of the General Council may overrule the committee's decisions related to organization recognition, re-recognition, and approval of members. The committee shall not have the power to discipline or disband an organization or enact legislation without following normal committee procedures which require majority approval of the General Council.

II. Finance Committee (outlined in the constitution)

.01 Procedures (in addition to those outlined in the constitution)

a. All proposals for allocations of LUCC funding must be submitted to the Finance Committee at least 24 hours prior to the next scheduled Finance Committee meeting.

b. When a campus organization requests LUCC funding, a member of that organization may attend a Finance Committee meeting to present the organization's proposal.

- c. Any campus organization or individual receiving LUCC funding for a campus wide event is encouraged to acknowledge LUCC allocations at the specific event.
- d. At the beginning of each term, the committee will publish a detailed report of LUCC expenditures for the previous term.
- e. The committee reserves the right to set additional procedures.

## .02 Environmental Sustainability Fund

### a. Purpose

This grant exists to provide funding for projects that can be used on an in-campus project relating to environmentalism or sustainability that would otherwise not be able to be funded through traditional means of the administrative budget.

### b. Application process

1. The LUCC Sustainability Committee will publicize the grant application timeline.
2. The Sustainability Committee shall accept draft proposals during the Winter and Spring terms of each academic year.
3. The LUCC Sustainability Committee will offer suggestions on submitted drafts.
4. Proposals violating existing university goals or policies cannot be approved.
5. The committee will not consider draft submissions for approval or denial.
6. All final applications must propose projects related to environmentalism and/or sustainability. The proposer has the burden of justifying why their project relates to environmentalism and/or sustainability. Projects may consist of, but are not limited to, on campus research, volunteer or service projects, environmental art, or student group initiatives. Applications for this fund will be accepted on a rolling basis.
7. Applications the committee approves will be sent to the General Council for final approval.

### c. Voting

1. The committee makes decisions on grant applications by simple majority vote.
2. The chair votes only to break a tie with one vote for the position of chair.



## VII. LUCC Standing Committees

### 3/27/25 - LEGISLATIVE CHANGES UNDER REVISION:

#### I. Standing Committee Policies and Procedures

##### .01 Standing Committee Membership

a. Two co-chairs (or a chair and a chair in training) nominated by the committee's voting members, appointed by the president, and approved by a majority vote of the Steering Committee.

i. At the first Steering Committee meeting of every term, the president presents a list of committee chair appointments for confirmation.

ii. Committee chairs are appointed for a one-year term on a termly basis but may serve unlimited consecutive terms if reappointed by the president and approved by a majority vote of the Steering Committee.

iii. Prior performance may be considered when determining whether a chair shall be reappointed.

b. At least two class representatives, appointed by the LUCC President and Vice President.

c. At least four voting student members-at-large, appointed by the standing committee, submitted to the President by the chairs of that committee. A class representative may not fill these roles. Board members are expected to attend all meetings of their committee and report to the chairs of that committee.

1. The standing committee selects its student members for the following academic year in the Spring Term, as well as for the current academic year on a rolling basis.
2. The four members-at-large should include the following:
  - i. A treasurer who has completed the mandatory treasurer training through the Office of SEAL and is responsible for submitting the committee's annual budget and tracking the committee's spending throughout the academic year.
  - ii. A secretary who records and submits minutes to the LUCC General Secretary within 48 hours of the end of a meeting to be published for the student body.
  - iii. An event coordinator who oversees committee events, including delegation of responsibilities to other committee members, while following up on and setting timelines, as well as establishing outside contacts.
  - iv. A publicist who manages the committee's social media accounts and email list, creates and designs the committee's promotional materials, and organizes all publicity outreach with campus and community offices.
3. If a voting member fails to attend 50 percent or more of scheduled committee meetings in a term, the chair of the respective committee should report to the Steering Committee to discuss appropriate follow-up actions. Responses could potentially include loss of appointment.
4. Committee chairs shall immediately report instances of members not meeting this minimum to the LUCC president and then work with the LUCC cabinet to rectify the situation.
5. A committee's membership shall not be subject to the stipulation that it serves concurrently with the school year.

d. Each committee's respective by-laws may provide for additional members. Committees may set their own internal processes for the approval of new members in accordance with all LUCC legislation and bylaws.

.02 The co-chairs of each standing committee shall report on their committee's activities at each General Council meeting.

.03 All meetings of LUCC standing committees shall be open and publicized, except for executive sessions as outlined by that committee's bylaws.



.04 Committees serve concurrently with the school year unless otherwise stated.

.05 Each committee shall meet at least four times each term.

.06 Each committee chair must submit a schedule of meeting times for the term to the LUCC President by the second week of each term for publication to the community.

.07 Ex officio membership

- a. Lawrence University staff members serve on LUCC standing committees in an ex officio capacity. This status reflects that LUCC is a governance body composed solely of students and faculty.
- b. Ex officio committee members belong to a committee by virtue of the fact that their positions relate directly to that committee's responsibilities and duties.
- c. Ex officio committee members are entitled to all the rights, privileges, and duties of other committee members except to:
  1. Make motions;
  2. Second motions;
  3. Vote; or
  4. Chair a committee.

.08 Petitions to remove a committee chair may be submitted to the President by any current LUCC member. Committee chairs may only be removed by a majority vote of the General Council.

.09 All standing committee meeting changes from the schedule submitted to the LUCC President must be made to the LUCC President more than 48 hours in advance of the meeting.

## II. Residence Life Committee

.01 Additional membership

- a. The Director of Residential Education & Housing, ex officio
- b. An additional member of Residential Education or Housing, ex officio

.02 Duties

- a. To advise and assist the dean of students, hall directors, residence hall staff, the CA Council, hall councils, and group house governments.
- b. To review the room assignment procedure each year, present new housing legislation when necessary, review legislation not proposed by the committee, and assist the housing coordinator in implementing room lottery and assignment.

- c. To review legislation, organize informational sessions, and oversee the selection process, in the manner prescribed by LUCC legislation, for group houses and experimental housing.
- d. To review and respond to concerns from students regarding legislation and policy that affects the Residence Hall Bill of Rights.
- e. To make recommendations to the director of facility services concerning improvements, renovations, and maintenance of living units in residences.
- f. To promote community among the residence halls.
- g. To discuss petitions to change housing standing.
- h. To make recommendations to the General Manager of Dining Services concerning improvements to the student meal plan.
- i. To recruit and retain members of the committee.

### .03 Procedures

- a. The co-chairs preside and vote only to break a tie.
- b. A quorum is needed for official votes only. A quorum consists of the following:
  - 1. One or both co-chairs.
  - 2. Fifty percent of voting members
  - 3. The committee's advisor(s) and/or designee.
- c. At the discretion of the chairs, the committee may enter executive session for the following reasons:
  - 1. To discuss petitions to change housing standing (this requires a quorum to vote on ~~petitions~~ the petition)
  - 2. To discuss a group house's violation of standards.
- d. The minutes shall reflect all decisions the committee makes in executive session.
- e. The chair(s) must submit a report regarding their activities and plans to General Council. This report must be filed by the start of the final General Council meeting of each term. The items necessary for this report shall be determined by the Steering Committee.

## III. Committee on Student Service(s) Advancement (CSSA)

### .01 Additional membership

- a. The LUCC Community Relations Coordinator.
- b. The Vice President for Student Life or designee
  - 1. The Vice President for Student Life shall serve as a liaison between the CSSA and other administrative departments through facilitating working relationships and communication between student members and the Directors of Facility, Technology, and Dining Services, as well as the university

librarian, and the Director of Warch Campus Center, and a non-voting member.

2. If a designated alternate is utilized, then that staff or faculty member shall be relevant to the upcoming agenda and projects.

c. The Dean of Wellness Services

1. Shall serve as a non-voting member and an advisor to the committee.

d. The Director for the Center of Community Engagement (CCE) as a non-voting member.

e. LUCC student class representatives as appointed by the President and approved via Steering Committee.

f. Additional staff or student members may be approved by the Steering Committee or through a majority vote from the CSSA.

.02 Responsibilities

a. To discuss and address problems within existing student services such as the library, dining hall, facility services, campus safety, information technology, and other issues affecting the Lawrence community.

b. To participate in monthly feedback sessions with Campus Safety and Dining Services.

c. To communicate and collaborate with the CCE to facilitate easy coordination of volunteer opportunities and critical analysis of student service organizations.

d. To aid and implement positive changes to transportation infrastructure through programs, initiatives, and discussions not limited to but including the following:

1. Parking lottery

2. Shopping shuttle and airport shuttle

3. Lawrence Service Shuttle

e. To oversee the funding and distribution of free, accessible, and sustainable menstruation products for all non-residential campus buildings.

f. To develop short-term, on-campus volunteer events for Lawrence students that help the collective Lawrence community.

g. To facilitate humanitarian projects in the Appleton and Fox Valley areas through the Humanitarian Projects Grant.

h. To help student organizations and individual students organize philanthropic fundraisers through the Philanthropic Fundraisers Grant.

### .03 Procedures

- a. The committee must discuss, review, and revise its mission statement and scope at least once a year.
- b. A quorum consists of the following:
  - i. The committee chair (s)
  - ii. Half of the voting student members
  - iii. One of the CSSA's staff advisors
- c. The chairs may, should the need arise, nominate a voting member of the committee to serve as a liaison from the committee to the relevant department or organization. The liaison will have primary responsibility for broadening communication and collaboration between the committee and the organization.
- d. The chairs will submit the required termly report to the General Council to recapitulate their activities and events, which must be filed by the start of the last General Council of each term, including all necessary components, which are dictated by the Steering Committee.

### .04 Funding

- a. The CSSA shall receive \$25,000 annually from the LUCC General Fund. This fund is separated into three parts: the Essential Welfare Services Set-Aside, the Humanitarian Projects Grant, and the Philanthropic Fundraisers Grant.
  1. The total amount allocated to the Essential Welfare Services Set-Aside shall be \$15,000.
  2. The total amount allocated to the Humanitarian Project Grant fund shall be \$9,000.
  3. The total amount allocated to the Philanthropic Fundraisers Grant fund shall be \$1,000.

### .05 Essential Welfare Services (EWS) Set-Aside

- a. The Essential Welfare Services Set-Aside may be allocated to fund essential welfare services that benefit the student body.
- b. The allocation shall be subject to mandatory review by the LUCC Finance Committee every two years effective beginning in Fall 2024.
- c. The LUCC Finance Committee can review the allocation at any time, should it desire to.
- d. The CSSA's Treasurer is responsible for managing and tracking all spending from the EWS Set-Aside.
- e. Following completion of Spring Term, the CSSA Treasurer will submit a record of all EWS financial activities for the previous academic year to an internal reviewer not affiliated with LUCC or its subcommittees. The reviewer will report to LUCC by Fall Term of the subsequent academic year.

If the CSSA Treasurer does not submit a record, the LUCC Finance Committee may vote to freeze the EWS account until a record is filed and reviewed.

f. If the reviewer discovers any irregularities in the CSSA Treasurer's bookkeeping at any time, the LUCC Finance Committee must review the EWS allocation.

g. All annual surpluses from the EWS shall be refunded into the following academic year's General Fund.

h. The CSSA Treasurer need not submit a monthly finance report to the LUCC treasurer for EWS expenses.

#### .06 Humanitarian Projects Grant

a. The Humanitarian Projects Grant may be used to fund Humanitarian Projects as determined by the Student Handbook. The grant exists to provide funding for students performing service in the Lawrence community, the Appleton community, or the world at large. These funds are to be used to subsidize costs for specific projects upholding Lawrence University's missions of providing service to and learning from the community.

b. The grant cannot be used to fund direct donations to charitable organizations, as this is a violation of Lawrence University policy.

c. Allocation procedures:

1. Project proposals must be submitted to CSSA via a standardized form on the LUCC website.
2. All Humanitarian Projects Grant applications must be approved by a majority vote by CSSA voting members in the presence of the CSSA advisor, then sent to the LUCC Finance Committee for final approval.
3. Potential applicants will meet with CSSA after submitting an application if further conversations are deemed necessary.
4. All project grant proposals must be approved through LUCC Finance Committee by majority vote before any funding may be disbursed to recipients.
5. Decisions must be issued to applicant(s) within one week of the following LUCC Finance Committee meeting.

d. Application timeline

1. Applications are accepted on a priority deadline basis with the application opening Week 2 of Fall Term.
2. Applications will not be reviewed after Week 7 of any term.
3. Applications must be submitted to CSSA at least 2 weeks before funds are needed to allow for adequate review and applicant response.

4. Reflections of projects will be due Week 7 of Spring term. If projects will take place over the summer, reflections will be due Week 1 of the following Fall Term.

i. Summer projects can only be completed by returning students. Graduating seniors must use their reward before they graduate.

ii. All proposals for charitable fundraisers must be submitted to CSSA at least 24 hours prior to the next scheduled CSSA meeting.

5. CSSA shall be encouraged to guide and work with applicants during the proposal process.

#### .07 Philanthropic Fundraisers Grant

a. CSSA shall receive a Philanthropic Fundraisers Grant from the LUCC General Fund. The purpose of this fund is to provide funding for student organizations or individuals interested in fundraising for a charitable cause. The fund is to be used to subsidize costs for specific philanthropic fundraisers. This grant may be used to fund Philanthropic Fundraisers as defined by the Student Handbook.

1. The total amount allocated to the Philanthropic Fundraisers Grant Fund shall be \$2,000.

2. Philanthropic fundraisers are defined as events organized by Lawrence students or organizations that raise funds to be donated to a charitable cause.

3. The Philanthropic Fundraisers Grant cannot be used to fund direct donations to charitable organizations, as this is a violation of Lawrence University policy.

4. If the student applying for the Philanthropic Fundraisers Grant is an employee of the nonprofit for which the fundraiser is raising funds, they cannot apply for funds, as they are applying as a representative of the organization. This includes students funded by the Community Federal Work Study program or who are serving as formal interns.

#### b. Application procedures

1. Requests to finance philanthropic fundraisers must be submitted to CSSA via a standardized form on the LUCC website.

c. All proposals for allocations of the Philanthropic Fundraisers must be submitted to CSSA at least 24 hours before the next CSSA meeting.

1. Potential applicants must meet with a member of CCE or the CSSA co-chairs after submitting an application to discuss funding options.

2. All Philanthropic Fundraiser Grant applications must be approved by a majority vote by CSSA voting members and the CSSA advisor, then sent to LUCC Finance Committee for final approval.
3. All philanthropic fundraisers must be approved through LUCC Finance Committee by majority vote before any funding may be disbursed to recipients.
4. Decisions must be issued to applicant(s) within one week of the following LUCC Finance Committee meeting.

#### IV. Committee on Diversity Affairs (CODA)

##### .01 Additional membership

- a. A university staff member from the Inclusion, Diversity, Equity, Anti-Racism, and Support Services (I.D.E.A.S.) Division, ex officio
- b. A faculty member or additional administrator, ex officio
- c. The CODA Event and Workshop Coordinator and the CODA Event and Workshop Manager serve as voting members.

##### .02 Duties

- a. To promote understanding and awareness of diversity including but not limited to diversity of culture, ethnicity, gender, race, religious affiliation, sexual orientation, and socioeconomic status.
- b. To foster unity and a spirit of camaraderie among LUCC-recognized organizations and groups contributing positively to the understanding and awareness of diversity within the Lawrence University community. The presence of these groups at CODA committee meetings is strongly recommended.
- c. To help identify and promote collaborative, diversity-oriented programming efforts throughout the Lawrence University community.
- d. To coordinate educational and/or entertainment programs with specific emphasis on diversity every term.
- e. To provide assistance to and facilitate correspondence with the President's Committee on Diversity Affairs as needed.

##### .03 Diversity Collaborative (DC)

###### a. Membership

1. Members will consist of representatives from student diversity organizations, to be appointed by their respective organizations.
2. Each organization will get a collective vote, regardless of the total number of members from an organization.
3. The organizations to be represented in this subcommittee will be determined by the current DC members.



4. Should a tie occur, the vote of the Chair of the Diversity Collaborative shall break the tie.

i. If there is no tie, the chair does not get a vote.

b. Additional membership

1. The Committee on Diversity Affairs shall appoint faculty and/or staff to serve on the DC in an ex officio capacity

c. Duties

1. To serve as a place for formalized major and collaborative event planning regarding diversity events.

2. To promote communication between student diversity organizations when planning major collaborative events.

d. Procedures

1. The committee will meet at least three times per term, meeting more as necessary.

2. A member of CODA shall chair the subcommittee, as selected by the Committee on Diversity Affairs.

3. A member of the DC shall serve as the subcommittee's secretary by vote.

i. In the event that a secretary is not selected from the DC membership, a member of CODA shall be selected by the Committee on Diversity Affairs to serve as the subcommittee's secretary

4. All decisions of the Diversity Collaborative are approved by a majority vote of the organizations present at that meeting.

.04 Student Employees of the Committee on Diversity Affairs

a. General

1 All dollar amounts within this section of CODA's bylaws are annual amounts.

2. For temporary positions, pay will be distributed based on an agreement between CODA and the student to be employed by CODA.

3. For year-long positions, pay will be evenly distributed throughout the year on a biweekly basis, consistent with standard student employment opportunities.

c. CODA Event and Workshop Coordinator

1. The duty of this position is to help coordinate CODA events, including large-scale events, and to conduct DE&I research on best practices to facilitate workshops on topics including, but not limited to anti-racism, LGBTQIA+ inclusivity, and



bystander/upstander training.

2. This is a year-long position; hiring for the following Fall through Spring will take place during the prior Spring Term or the prior summer.

3. The estimated hours per week for this position is six hours per week.

4. The portion of CODA's set aside reserved for this position is \$2500.

5. There can only be one Event and Workshop Coordinator.

d. CODA Event and Workshop Manager

1. The duty of this position is to facilitate all work done by the CODA programs coordinating team.

2. This position also contains the same responsibilities as the Event and Workshop Coordinator.

3. This is a year-long position; hiring for the following Fall through Spring will take place during the prior Spring Term or the prior summer.

4. The estimated hours per week for this position is ten hours per week.

5. The portion of CODA's set aside reserved for this position is \$4000.

6. There can only be one manager.

7. The manager shall report to the CODA chair or their designee as requested.

8. Committee meetings attended by the event and workshop manager at the request of Chair, or at the request of the Committee through majority vote shall count as billable hours. If presence not requested, time present at committee meetings will not be financially compensated.

## V. Committee on Volunteering and Engagement (COVE)

### .01 Membership:

a. Two co-chairs appointed by the LUCC President

b. Class Representatives appointed by the LUCC President and LUCC Cabinet

c. One student representative from the Center for Community Engagement (CCE) staff

d. A treasurer who manages finances and completes required SEAL trainings

e. A secretary to keep minutes and agendas from every meeting

f. The Director for the Center for Community Engagement, ex. officio

.02 Duties

- a. To actively address a variety of issues in the local community by promoting opportunities and programming for service and engagement
- b. To encourage students to follow the framework provided by the CCE for responsible community engagement
- c. To support the mission of and establish a connection between LUCC-recognized organizations and the Center for Community Engagement and to provide a space for collaboration and critical analysis among student service organizations.
- d. To coordinate at least one educational and/or entertainment programs per term with specific emphasis on community engagement.
- e. To oversee funding and promote use of the Lawrence Service Shuttle
- f. To oversee the Humanitarian Projects Grant and the Humanitarian Fundraisers Grant
  1. Accept and review proposals for Humanitarian Projects Grant, which includes holding interviews with candidates.
  2. Uphold duties in Humanitarian Projects Grant legislation
  3. Assist recipients who are using off-campus funds from the Humanitarian Grant with their presentations of their experiences
- g. Coordinates and collaborates with the CCE on the implementation of ethical volunteer approved
- h. Provides opportunities that do not infringe upon previously established CCE opportunities unless otherwise approved
  1. Collaboration between CCE and COVE can occur when overlapping opportunities arise
  2. Working with student organizations falls under both COVE and CCE
  3. Provides distinct educational opportunities involving volunteering opportunities within the Appleton area and beyond
  4. Includes experiential learning opportunities in locations further than Appleton
  5. Facilitates connections between organizations in the Fox Valley and beyond
- i. Develops short-term volunteer events that occur on campus for Lawrence students to engage in that are specifically geared towards helping the Lawrence community

- j. Promotes and encourages humanitarian projects in the Appleton and Fox Valley areas through means such as the Humanitarian Grant
- k. Collaborates with other LUCC committees on volunteer-related opportunities

### .03 Procedures

- a. The committee elects its own secretary and treasurer
- b. The committee co-chairs must attend LUCC General Council and report back to the committee.
- c. The committee co-chairs are responsible for creating agendas and sending them out to the committee at least 24 hours in advance of meetings.
- d. A quorum consists of the following:
  - 1. The co-chairs
  - 2. Two-thirds of the committee voting membership (two class representatives, 1 CCE student staff representative, Director of CCE, secretary, treasurer)
- e. The co-chairs must submit a report regarding their activities and plans to LUCC General Council each term.
  - 1. This report must be filed by the start of the final General Council meeting of each term.
  - 2. The items necessary for the report shall be determined by the LUCC Steering Committee.

### .04 Humanitarian Grant

#### a. Purpose

- 1. The purpose of this grant is to provide funding for students performing service in the on-campus community, the Appleton community, or the world at large. The grant is to be used to subsidize costs for specific projects upholding Lawrence University's missions of providing service to and learning from the community.

#### b. Application procedures

- 1. Project proposals and requests to finance philanthropic fundraisers should be directed to COVE, which oversees this grant.
- 2. Potential applicants will meet with COVE after submitting an application if further conversations are deemed necessary.
- 3. COVE shall be encouraged to guide and work with applicants during the proposal process.
- 4. COVE shall recommend project grant proposals and philanthropic fundraisers to LUCC General Council for approval.

5. Total funding between the projects and fundraisers grant shall not exceed the full amount of the grant.

c. Applications are accepted on a priority deadline basis with the application opening Week 2 of Fall term and closing January 1st at 11:59pm.

1. Applications will continue to be reviewed after the priority deadline if funds are available.
2. Applicants will receive a decision after the first General Council meeting after Week 5 of Winter Term.
3. Reflections of projects will be due Week 7 of Spring term. If projects will take place over the summer, reflections will be due Week 1 of the following Fall term.
  - i. Summer projects can only be completed by returning students. Graduating seniors must use their reward before they graduate.
4. All proposals for charitable fundraisers must be submitted to COVE at least 24 hours prior to the next scheduled COVE meeting.

#### .05 Humanitarian Fundraisers

##### a. Purpose

1. The purpose of this fund is to provide funding for student organizations or individuals interested in fundraising for a charitable cause. The fund is to be used to subsidize costs for specific philanthropic fundraisers.

##### b. Application procedures

1. Requests to finance philanthropic fundraisers should be made to COVE.

c. All proposals for allocations of the Humanitarian Fundraisers must be submitted to COVE at least 24 hours prior to the next scheduled COVE meeting.

1. Potential applicants must meet with a member of CCE or the COVE co-chairs after submitting an application to discuss funding options.
2. COVE shall first vote on proposals and if passed proposals will be recommended to LUCC General Council for final approval.
3. COVE will vote on the proposal and subsequently recommend its approval to LUCC General Council if the decision is passed.
4. Decisions must be issued to applicant(s) within one week of the following LUCC General Council meeting.

## V. Student Alliance Against Sexual Harassment and Assault

### .01 Additional membership

A faculty or staff member serves on the committee in an ex officio capacity.

### .02 Duties

- a. To facilitate discussion, education, and awareness surrounding issues of sexual misconduct and violence, particularly those of rape, sexual assault, and sexual harassment.
- b. To connect students with vital resources and implement programs to carry out our mission statement.
- c. To collaborate with other student groups as well as staff/faculty groups in programming and educational endeavors.

### .03 Procedures

- a. The committee elects its own treasurer and secretary.
- b. The committee will keep a record of its programs and activities.
- c. A quorum consists of the chair, half of the voting student members, and one additional staff or faculty member.
- d. The chair must submit a report regarding their activities and plans to General Council.
  1. This report must be filed by the start of the final General Council meeting of each term.
  2. The items necessary for this report shall be determined by the Steering Committee.

## VI. Sustainability Committee Legislation

### .01 Membership

#### a. Additional Members

1. One faculty/staff representative from Sustainability Steering Committee (SSC)

#### b. Leadership and members from student environmentally focused organizations

### .02 Duties

- a. Manage and recommend sustainability measures and goals for the campus to the LUCC.
- b. To revise systems of individual or group consumption and to implement cyclical procedures to reduce waste and encourage reusing and recycling.
- c. To assist incoming first-years transition into college life by providing them with a framework of sustainable habits and resources to reduce waste at Lawrence.

- d. To coordinate and plan events for Earth Week.
- e. To serve as a liaison between environment-related student organizations, LUCC, and SSC, and to help to create a unified environmental and sustainability agenda on campus.
- f. To assist with funding student projects and have partial management over the LUCC Environmental Project Fund.

#### .03 Procedures

- a. The committee has two co-chairs, either one gets full chairing authority in the absence of the other
- b. The committee elects its own treasurer, secretary, and communications officer.
- c. A quorum consists of the chair, half of the voting student members, and the staff advisor from SSC.
- d. Voting Members
  - 1. The co-chairs
  - 2. Staff Advisor
  - 3. Communications Officer
  - 4. Treasurer
  - 5. Secretary
  - 6. 2 additional votes from members of the committee who are designated representatives from two distinct campus social or environmental justice student organizations
- e. One student voting member must sit on SSC
- f. The minutes shall reflect all decisions the committee makes in executive session. The minutes will be made public and put on the LUCC website.
- g. The chair must submit a report regarding their activities and plans to the LUCC General Council.
  - 1. This report must be filed by the start of the final General Council meeting of each term.
  - 2. The items necessary for this report shall be determined by the Steering Committee.

#### .04 Media Policy

- a. The student media are to remain free of any censorship or advance approval of copy.
- b. The editors/directors of the student media are responsible for the development of their own policies and formats.
- c. The editors/directors of the student media shall abide by the ethical tenants of responsible journalism, e.g. the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and harassment or slanderous innuendo.\*

- d. The editors/directors of the student media shall manage their media in a responsible manner, e.g., publishing in a timely fashion, spending allocated funds efficiently, and making a reasonable effort to resolve staff and logistical problems.
- e. Student media shall state that the opinions expressed therein are not necessarily those held by the Lawrence community.
- f. Violations can be referred to the Judicial Board for review.

## VII. Lawrence University Disability Working Group (LUDWiG)

### .01 Membership

#### a. Additional Membership

- 1. Disability studies faculty representative, ex officio
- 2. Staff representative from the CAS, ex officio
- 3. Staff representative from Student Life, ex officio
- 4. Staff representative from Wellness Services, ex officio
- 5. Staff representative from Diversity, Equity, and Inclusion Office, ex officio

### .02 Duties

- a. To foster the inclusion and equity of disabled individuals at Lawrence by establishing a self-sustaining platform providing mentorship, education, and equitable access, with the goal of empowering all to be fully engaged in the community.
- b. To empower students to organize and create initiatives to carry out our mission statement.
- c. To implement collaborative programs and initiatives with diversity organizations, the Committee on Diversity Affairs, the Diversity and Intercultural Center, and the office for Diversity, Equity, and Inclusion to carry out our mission statement.
- d. To connect students with vital resources and sustain a Peer Advocacy Program initiative to carry out our mission statement.
- e. Present annual list of recommendations to the President of Lawrence University and the President's cabinet

### .03 Procedures

- a. The committee elects its own Social Media and Communications Team
- b. The committee elects its own Treasurer
- c. The committee elects its own Grants Coordinator
- d. The committee elects its own Peer Advocacy Program Director
- e. The committee will set its own agendas.
- f. A quorum consists of the following:
  - 1. One chair
  - 2. Four voting members



- g. Voting Procedures are anonymous.
- h. The committee is suggested to meet eight times each term, where at least four meetings will be facilitated by the Chair of the Committee and at least four meetings will be facilitated by the Chair of the Organization
- i. No member of the committee may serve as a chair for more than two one-year terms, either consecutively or non-consecutively
- j. The Chair of the Committee must submit a report regarding their activities and plans to General Council.
  - 1. This report must be filed by the start of the final General Council meeting of each term.
  - 2. The items necessary for this report shall be determined by the Steering Committee.

#### .04 LUDWiG Board

##### a. Chair of the Committee

- 1. Facilitate committee meetings every other week on topics related to collaboration with other organizations, policy, and advocacy
- 2. Coordinate joint conversations and task forces as needed (ex. Meal plan, parking) with CODA, SWC, and the Residential Life Committee
- 3. Spearhead communication with university administrators and staff

##### b. Chair of the Organization

- 1. Facilitate and organize meetings every other week centered on topics surrounding disability and diversity topics
- 2. Assist other diversity (and especially disability-specific orgs) with leadership training and support as requested (for example, the Chronic Illness Support Group) and serve as contact point with other Lawrence diversity organizations
- 3. Work with the events and outreach coordinator to design and plan on-campus events

##### c. Social Chair

- 1. Reports to the Chair of the Organization
- 2. Serves as a voting member
- 3. Create, plan, and facilitate social events for students on campus and work with the events and outreach coordinator as needed

##### d. Treasurer

- 1. Reports to the Chair of the Committee
- 2. Serves as a voting member



3. Draft annual budget request and attend LUCC finance committee meetings as required
- e. Grants Coordinator
  1. Reports to the Chair of the Organization
  2. Serves as a voting member
  3. Work with the Grants Office to identify external grants (for example, NEH), as well as the CCSE and LUDWiG representatives to identify projects of interest and write grant applications for those projects
- f. Social Media and Communications Team
  1. Reports to both the Chair of the Committee and the Chair of the Organization
  2. Serves as a voting member
  3. Take notes at weekly meetings, to be shared publicly on the website
  4. Assist chairs in communicating with faculty, staff, and administration as it relates to specific projects (for example, the intro to disability studies course, planning a campus-wide event)
  5. Create and share content on LUDWiG social media platforms, send out event invitations to the Lawrence community, create and distribute posters and flyers for events
- g. Events and Outreach Coordinator
  1. Reports to the Chair of the Organization
  2. Serves as a voting member
  3. Work with Lawrence faculty, staff, and administrators to keep updated guidelines on accessibility features for campus events
  4. Design on-campus programming in conjunction with the Chair of the Organization
- h. Peer Advocacy Program Director
  1. Reports to the Chair of the Committee
  2. Serves as a voting member
  3. Runs LUDWiG Peer Advocacy Program
- i. LUDWiG and LUCC Student Representatives
  1. Serve as voting members
  2. Create and support task forces and projects
  3. Assist in organizing campus-wide events

\*Language taken in part from the Joint Statement on Rights and Freedoms of Students



## VIII. The Lawrentian Set-Aside

### The Lawrentian's Set-Aside

I. *The Lawrentian* is recognized as independent student news media.

.01 LUCC recognizes the value a well-funded, independent news outlet brings to the Lawrence community and wants to ensure that Lawrentians have access to this service. *The Lawrentian* is recognized as an essential campus welfare service.

.02 *The Lawrentian* executive team is required to complete LUCC student organization re-recognition training, submit the re-recognition form, and have an active treasurer during the re-recognition period. Assuming the above stipulations are met, LUCC will automatically re-recognize *The Lawrentian* as independent student news media.

II. The Lawrentian will receive an annual allocation from the LUCC General Fund equal to a per student subscription fee based on the projected number of full-time, degree-seeking students as of the end of Winter Term of the previous academic year.

III. The subscription fee is \$36 per student.

IV. The allocation shall be subject to mandatory review every four years beginning in 2023.

.01 The review will take place during Winter Term and will include a meeting with *The Lawrentian* executive team, the LUCC Vice President, and an independent reviewer from the Office of Student Life to discuss *The Lawrentian's* yearly budget and/or any changing costs.

.02 The LUCC Vice President or *The Lawrentian* executive team can call an impromptu review in the event that a reviewer discovers any financial irregularities in *The Lawrentian's* bookkeeping or unexpected financial issues arise.

V. In order to protect the independence of *The Lawrentian*, LUCC has no jurisdiction over the newspaper's coverage. LUCC cannot cut funding from *The Lawrentian* on the grounds of unfavorable coverage of the council or the Lawrence administration.

VI. *The Lawrentian's* set-aside can be used for payroll for *The Lawrentian's* editorial board, stipends, printing, and maintenance costs.

VII. All annual surpluses shall roll over into a separate account for regular capital improvements, enrichment activities (e.g. conferences, workshops, or speakers), and other necessary expenditures.

VIII. The Lawrentian need not submit a monthly finance report to the LUCC treasurer.

IX. The Lawrentian shall not submit a budget request to the Finance Committee.

X. The Lawrentian shall follow all LUCC legislation regarding organizational finances, except legislation under the heading "5.00 Budget Guidelines."

XI. The Lawrentian staff shall receive no compensation for completing work for which they receive academic credit.



## IX. CODA Set-Aside

### The Committee on Diversity Affairs' Set-Aside

I. CODA shall receive an annual allocation from the LUCC General Fund for the purposes of paying event collaboration facilitators, event and workshop coordinators, and the event and workshop manager, all as defined under section 5 of the bylaws for the Committee on Diversity Affairs; for the purpose of running standard CODA events; and for the purposes of funding large-scale collaborative events and helping member organizations from the Diversity Collaborative host events that promote diversity, equity, and inclusion in the Lawrence community.

II. The total allocation shall be \$49,970.

.01 The allocation for paying student employees shall be \$6,500.

.02 The allocation for running standard CODA events shall be \$12,000.

.04 The allocation for running collaborative events shall be \$31,470.

III. The allocation shall be subject to mandatory review every two years beginning in Fall 2023.

.01 LUCC Finance can review the allocation at any time, should it desire to.

IV. Following completion of Spring Term, CODA will submit a record of its financial activities for the previous academic year to the LUCC Finance Committee. This record shall be separate from the university's own accounting of what CODA has spent during the previous academic year. If

CODA does not submit a record, the Finance Committee may freeze CODA's accounts until such time as a record is filed and reviewed.

V. In the event that the LUCC Finance Committee discovers any irregularities in CODA's bookkeeping at any time, LUCC Finance must review CODA's allocation.

VI. All annual surpluses shall be refunded into the following academic year's General Fund.

VII. CODA need not submit a monthly finance report to the LUCC treasurer.

VIII. CODA shall not submit a budget request to the Finance Committee.

IX. CODA shall follow all LUCC legislation regarding organizational finances, except legislation under the heading "8.00 Allocation Guidelines".

X. CODA staff shall receive no compensation for completing work for which they receive academic credit.

XI. CODA may request additional allocation of funding from LUCC Finance.



## X. LUCC Funded Campus Essential Welfare Services

### I. LUCC Funded Campus Essential Welfare Services – Hourly Compensation

.01 LUCC funds programs through LUCC committees that provide essential welfare services to campus.

- a. Essential services are services that enhance student life and welfare of Lawrence students.
- b. Essential services are those that cannot be provided by an office and/or department of all university campuses. Essential services do not include services Lawrence University should fund themselves.

.02 Only the LUCC Finance Committee with the consent and approval of the LUCC General Council may designate a LUCC Committee provided service as essential and have the service added to hourly payroll.

- a. This is contingent upon the following conditions being met:
  - 1. The approval of the Vice President of Student Life (or designee) and the approval of the Office of Human Resources.
  - 2. A written job description including why the service is essential to campus, the job duties, specific qualifications, desired Lawrence wage tier, and cost center information.

3. Before Finance Committee may approve an essential service, it needs a signature of approval from the LUCC Vice President and LUCC Treasurer.

.03 The LUCC Finance Committee may reject an essential service for the following reasons:

- a. The job does not meet the threshold of an essential campus service as designated in Section X of the LUCC By-Laws.
- b. It is not financially sustainable for LUCC to fund the role in the long term.
- c. The LUCC Finance Committee reserves the right to end employment in the future at any time.

.04 All students approved to serve in roles relating to essential campus services must work with the SEAL Office and LUCC for onboarding and payroll requirements.

.05 LUCC Finance Committee reserves the right to re-evaluate essential welfare service roles annually or as is deemed necessary for financial due diligence.

.06 The LUCC Finance Committee is required to report any and all malfeasance or payroll violations to the Office of Human Resources.



## XI. LUCC Funded Essential Services – Stipends and Honoraria

### I. LUCC Funded Essential Services – Stipends and Honoraria

.01 The LUCC Finance Committee may grant one-time payments for services rendered to students for activities and commitments through an LUCC recognized organization. This must follow Lawrence University payroll guidelines.

.02 The President or Treasurer from an LUCC recognized organization or LUCC standing committee must submit a complete list of duties for the contracted service to the LUCC Finance Committee for review.

a. A stipend is a one-time payment to students for a contracted service.

b. A contracted service is a short-term contract for a student to fulfill a service for LUCC, an LUCC recognized organization, or an LUCC standing committee.

c. A written job description including why the service is essential to campus, the job duties, specific qualifications, desired Lawrence wage tier, and cost center information is needed for LUCC Finance Committee's review.

d. The LUCC Finance Committee reserves the right to end employment in the future at any time.

e. Signed contracts shall be submitted to the Office of Human Resources for review and payment.



.03 Stipends shall be disbursed half upon the signing of the contract and half at the completion of the contract by the student.

.04 Payscale Guidelines – The LUCC Finance Committee will choose a stipend appropriate upon approving the contract, while a tier below may be requested, the LUCC Finance Committee will choose an appropriate stipend at time of approval.

a. Tier I: \$15-\$110

1. One-time and termly contracts

2. A 5-hour weekly time commitment over a term

b. Tier II: \$110-\$170

1. One-time and termly contracts

2. A 10-hour weekly time commitment over a term

c. Tier III: \$170-\$225

1. One-time and termly contracts

2. A weekly time commitment beyond 10 hours over a term

d. These tiers should be re-evaluated on odd numbered years to ensure that stipends correspond with being no higher than the highest LUCC honoraria. Additionally, the top constraint on Tier III should be no lower than the highest LUCC honoraria.

## II. Honoraria

### .01 Executive Officers

a. Positions

1. President – \$300 per academic term served

2. Vice President – \$300 per academic term served

3. Parliamentarian – \$200 per academic term served
4. Treasurer – \$200 per academic term served
5. Public-Relations Secretary – \$200 per academic term served
6. General Secretary – \$200 per academic term served
7. Finance Secretary – \$200 per academic term served
8. Club Support and training Coordinator - \$200 per academic term served.
9. Community Relations Coordinator - \$200 per academic term served

#### b. Requirements

Officers will receive their honoraria only upon fulfilling the following requirements:

1. Attending, in person, at least four fifths of General Council meetings
2. Attending, in person, at least three fourths of all meetings of all standing committees on which they serve (this rule does not apply to the president)
3. Successfully completing of a term of office as prescribed by article three of the constitution
4. Fulfilling all other relevant requirements specified in the by-laws

#### .02 Class representatives

Class representatives will receive honoraria of \$150 per academic term served only upon fulfilling the following requirements:

- a. Attending, in person, at least four fifths of that term's General Council meetings of that term

- b. Attending, in person, at least three fourths of that term's meetings of the Steering or Finance Committee, depending on the committee to which they are assigned
- c. Attending, in person, at least three fourths of that term's meetings of the standing committee to which they were initially assigned
- d. Fulfilling all other relevant requirements specified in the by-laws

### .03 Committee chairs

#### a. Positions

1. Residence Life Committee CoChair - \$200 per academic term served
2. Committee on Student Services Advancement Co-Chair - \$200 per academic term served
3. Committee on Diversity Affairs Co-Chair - \$200 per academic term served
4. Student Alliance Against Sexual Harassment and Assault Co-Chair - \$200 per academic term served
5. Sustainability Committee Co Chair - \$200 per academic term served
6. Lawrence University Disability Working Group Co-Chair - \$200 per academic term served

#### b. Requirements

Committee chairs will receive honoraria upon the completion of each term that chair serves after fulfilling the following criteria

1. Attending at least four fifths of General Council meetings.
2. Holding at least three committee meetings during that term.
3. Finishing the termly committee report and turning it into the LUCC General Secretary before the final General Council of the

term.

4. Fulfilling all other relevant requirements specified in the by-laws.

#### .04 Termly report

The president will present a report at the last General Council meeting of each term, which states the honoraria to be awarded to each officer, class representative, or committee chair. This report takes effect upon its approval by the General Council.

a. This report will show which officers, class representatives, and committee chairs have failed to meet the above requirements, and will withhold that term's honoraria from them.

b. The General Council may overrule or amend this report by majority vote.

#### .05 Changes in honoraria

No change to the by-laws varying the amount of honoraria awarded to class representatives, officers, or committee chairs shall take effect until the next formal appointment or election cycle of the respective positions.